

STETSON
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1997/1998

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The 1997-98 Campus Life Handbook



**"EXPANDING ON TRADITION,
REACHING NEW HEIGHTS"**

STETSON
UNIVERSITY

DeLand, Florida

Stetson University



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du Pont-Ball Library
of
Stetson University



WELCOME TO STETSON UNIVERSITY!

Welcome to the 1997-98 school year at Stetson University. The coming year promises to be an exciting and challenging one for both you as a student and for the school as a whole. You will be witness to the completion of several construction projects at the University. These facilities will provide many benefits to all students, so prepare yourself for an eventful two semesters.

Working hard to prepare
and we hope that you
your students' beliefs can
be known. Good
experiences and pleasure.

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QUICK REFERENCE

| | | | |
|----------------------------------|------|--|-----------|
| Academic Computer Service..... | 7217 | Intramurals..... | 7234 |
| Accounting..... | 7415 | Library..... | 7175 |
| Accounts Payable..... | 7024 | Management..... | 7430 |
| Admissions..... | 7100 | Marketing..... | 7394 |
| Alumni/Development Info..... | 7463 | Math/Computer Science..... | 7545 |
| American Studies..... | 7530 | MBA Office..... | 7410 |
| Archives..... | 7180 | Music, School of..... | 8950 |
| Art..... | 7266 | News Bureau..... | 8920 |
| Arts & Sciences, College of..... | 7515 | Payroll..... | 7026 |
| Athletics..... | 8120 | Philosophy..... | 7580 |
| Audio Visual..... | 7182 | Physical Education..... | 8121 |
| Baptist Student Union..... | 8940 | Physics..... | 8910 |
| Biology..... | 8170 | Political Science..... | 7570 |
| Bookstore..... | 7160 | Post Office..... | 8825 |
| Business, School of..... | 7405 | President..... | 7250 |
| Business Office, University..... | 7015 | Print Shop..... | 8160 |
| Campus Life..... | 7210 | Provost..... | 7010 |
| Career Resource Library..... | 7315 | Psychology Department..... | 7285 |
| Career Services..... | 7315 | Public Relations..... | 8920 |
| Carlton Union Building..... | 7222 | Public Safety..... | 7300 |
| Catholic Campus Ministry..... | 8156 | Purchasing..... | 8850 |
| Chemistry..... | 8180 | Registrar..... | 7140 |
| Church Relations..... | 7523 | Religion Department..... | 8930 |
| Comptroller..... | 7020 | Religious Life Council..... | 8940 |
| Computer Science Dept..... | 7545 | Residential Life..... | 7201 |
| Continuing Education Dept..... | 7500 | Reporter (Newspaper)..... | 7224 |
| Council of Stu. Activities..... | 7225 | M.E. Rinker Inst. of Tax and Accountancy..... | 7415 |
| Counseling Center..... | 8900 | Sampson Art Gallery..... | 7386 |
| Development..... | 7455 | Sociology Department..... | 7240 |
| Disciplinary Matters..... | 7200 | Sports Information..... | 8130 |
| Economics..... | 7570 | Student Council of Activities..... | 7225 |
| Education..... | 7070 | Stover Theater..... | 7529 |
| English..... | 7720 | Student Accounts..... | 7050 |
| Escort Service..... | 7300 | Student Government..... | 7230 |
| Facilities Management..... | 8800 | Student Life..... | 7222/7237 |
| Finance, Department of..... | 7440 | Student Loans..... | 7040 |
| Financial Aid..... | 7120 | Student Teaching..... | 7090 |
| Food Services..... | 8780 | Study Abroad Program..... | 8165 |
| Foreign Languages..... | 7260 | Student Judicial Officer..... | 7200 |
| Forensics..... | 7527 | Swimming Pool..... | 8829 |
| Geography/Geology..... | 7331 | Switchboard..... | 7000/8800 |
| Gillespie Museum of Mineral..... | 7330 | Ticket Office..... | 8100 |
| Graduate Office..... | 7075 | Traffic Office..... | 7300 |
| Hat Rack - CUB..... | 7784 | Training Room..... | 8112 |
| Hatter Yearbook..... | 7232 | University Calendar..... | 7222 |
| Health Service..... | 8150 | Warehouse..... | 8842 |
| History Department..... | 7535 | Wesley House..... | 8194 |
| Housekeeping..... | 8804 | | |
| Human Resources..... | 8710 | | |
| Humanities..... | 7732 | | |
| Information..... | 7400 | | |
| Insurance (Employees)..... | 8715 | | |
| Insurance (Students)..... | 7030 | | |
| International Programs..... | 8165 | | |

TABLE OF CONTENTS

| | Page |
|--|------|
| WELCOME | |
| QUICK REFERENCE | 2 |
| ALMA MATER | 5 |
| PRIDE, TRADITIONS, and HATTER MAGIC | 6 |
| THE STETSON COMMUNITY | |
| Statement of Purpose..... | 8 |
| A Brief History..... | 9 |
| Campus Life Staff..... | 10 |
| Campus Life Committee..... | 11 |
| President's Administrative Council..... | 11 |
| ACADEMIC CALENDAR | 12 |
| ACADEMIC POLICIES | |
| Degree Requirements..... | 15 |
| Change of Major..... | 15 |
| Academic Load..... | 15 |
| Attendance..... | 15 |
| Academic Records..... | 15 |
| Interpretation of Grades and Quality Points..... | 16 |
| Forgiveness of "F" Grade..... | 17 |
| Quality Point Computation..... | 17 |
| Change of Registration..... | 17 |
| Pass/Fail Credit..... | 17 |
| Examinations..... | 18 |
| Academic Withdrawals..... | 18 |
| Academic Standing..... | 19 |
| Academic Warning..... | 19 |
| Academic Suspension..... | 19 |
| Readmission After Suspension..... | 19 |
| Academic Dismissal..... | 19 |
| Readmission After a Dismissal | 20 |
| Administration and Appeals..... | 20 |
| Reentry..... | 20 |
| Grade Inventories..... | 20 |
| Appeal from Decision of Academic Dean..... | 20 |
| Academic Honesty..... | 20 |
| Academic Honors..... | 22 |
| Center for Information Technology..... | 22 |
| duPont-Ball Library..... | 24 |
| CAMPUS LIFE SERVICES | |
| Career Services..... | 24 |
| Counseling Center..... | 25 |
| Intramural Sports..... | 25 |
| Judicial Affairs..... | 25 |
| Multicultural Affairs..... | 26 |
| Residential Life..... | 26 |
| Student Health Service | 26 |
| Student Life..... | 27 |
| Requirements for Student Organizations..... | 28 |
| Policy on Hazing..... | 29 |
| Greek Life..... | 29 |
| Student Organizations..... | 29 |
| 1997-98 Campus Organizations..... | 30 |

| | |
|--|------------|
| Student Government Association..... | 32 |
| Council for Student Activities(CSA)..... | 32 |
| FOCUS..... | 33 |
| Greenfeather..... | 33 |
| Stetson Weekend (Homecoming)..... | 33 |
| Family Weekend..... | 33 |
| ADDITIONAL STUDENT SERVICES | |
| Artists & Lecturers Series..... | 34 |
| Intercollegiate Athletics..... | 34 |
| Bookstore/Check Cashing..... | 35 |
| Food Service..... | 35 |
| Hollis Leadership Development Program..... | 36 |
| Print Shop..... | 36 |
| Post Office..... | 36 |
| Religious Activities..... | 37 |
| Student ID Card..... | 37 |
| Student Financial Planning..... | 38 |
| Student Accounts..... | 38 |
| Advance Fees..... | 38 |
| Tuition and Fees..... | 38 |
| Meal Charges..... | 38 |
| Special Charges..... | 38 |
| Student Billing..... | 38 |
| Student Withdrawal and Drop Refunds..... | 39 |
| Public Safety and Traffic..... | 39 |
| GENERAL UNIVERSITY POLICIES | |
| Administrative Records..... | 41 |
| Buckley Amendment..... | 41 |
| Alcoholic Beverages..... | 44 |
| Illicit Drugs..... | 47 |
| Solicitation, Publicity and Posting..... | 48 |
| Sexual Harassment..... | 51 |
| Sexual Assault..... | 52 |
| Smoking..... | 54 |
| Consensual Relations Between Faculty and Students..... | 55 |
| Student Employment Grievance Policy..... | 56 |
| HIV/AIDS Policy..... | 57 |
| STUDENT CODE OF CONDUCT | |
| Preamble..... | 60 |
| Article I: Definitions..... | 61 |
| Article II: Proscribed Conduct..... | 62 |
| Article III: Judicial Policies..... | 66 |
| Article IV: Student Judicial Council..... | 72 |
| Article V: Appeals..... | 72 |
| Article VI: Standards of Evidence..... | 73 |
| Article VII: Disciplinary Files and Records..... | 73 |
| UCLIP CALENDAR..... | 75 |
| RESIDENTIAL LIFE GUIDEBOOK..... | 99 |
| CAMPUS FACILITIES..... | 121 |
| CAMPUS JARGON..... | 123 |
| CAMPUS MAP..... | 125 |

The University reserves the right to alter or amend these policies from time to time. Any changes will be considered to be included by reference into this document and will constitute a supplement to these policies.

ALMA MATER

Dear Alma Mater, smile upon thy children!
Gladly we greet thee, altogether lovely;
Peace be within thy classic halls and temples,
Hail, Alma Mater dear!

Hail to the heroes who have gone before us,
Young men and maidens, filled with true devotion!
Bright is their glory, fadeless and undying,
Hail to our heroes gone!

Hail to our classmates, bound by ties ne'er broken;
Here once again we pledge our vows of friendship;
Brave hearts and true hearts sound aloud and chorus,
Long live our comrades dear!

Dear Alma Mater, tenderly thy children
Gather, and bring to thee gracious salutations;
Comrades, your voices lift once again in chorus;
Hail, Alma Mater dear!



PRIDE, TRADITIONS, AND HATTER MAGIC....

Much of college life is surrounded by traditions - the history of yesterday linked to today. University traditions help develop a sense of loyalty through the years; when you return to campus as alumni, some things will have remained the same.

Stetson University is rich in history, and now it will be a part of your history, too. Join in - become a part of the proud heritage and add a little "Hatter Magic" to your life.

The Stetson Emblem

The official Emblem of Stetson University was adopted between 1889 and 1891, about the time the name of the institution was changed from DeLand Academy to John B. Stetson University. It first appeared on a university catalogue in 1891. The drawing was by an artist-in-residence and approved by President Forbes, Henry DeLand and John B. Stetson as well as by the Board of Trustees. The Latin Motto "Pro Deo Et Veritate" is translated "For God and Truth". The Lamp, signifying the Light of Truth, rests on the Book of Wisdom. When the university's name was officially shortened to "Stetson University" during a charter revision in 1993, the Emblem was revised slightly to reflect that change. The Emblem is used on all official university publications, such as The Bulletin, diplomas, and resolutions. Because it includes the motto, it is not used on merchandise or memorabilia.



The Wordmark

The official university wordmark was designed as the university's primary identification to represent its qualities of academic distinction and strength. You will find this wordmark on all official university memorabilia.

The Stetson University Logo



The Stetson University logo for the DeLand campus displays the beloved Stetson symbol, the Elizabeth Hall Cupola, and proudly proclaims our name and date of founding. The College of Law has a similar logo featuring the Tower.

The Colors

The Stetson colors, green and white, were chosen from the rich green of the orange trees and the pure white of the orange blossoms prevalent in the Central Florida area. The color white represents purity and green symbolizes significant growth.

At the first commencement in 1893, the stage was decorated in green and white. These two colors were also first used at the beginning of intercollegiate athletics in Florida. Newspaper accounts of the first Florida college football game in 1901 told of Stetson fans waving their colors of green and white as they cheered their team to victory.

What is a Hatter?

The unlikely combination of a famous hat manufacturer and a university getting together produced a novel nickname for Stetson University. The athletic teams are called "Hatters", reflecting the University's association with John B. Stetson, maker of the well-known Stetson hats. It all started back in 1883 when Henry DeLand founded the DeLand Academy. Three years later, after a disastrous freeze affecting the citrus industry left Mr. DeLand in financial trouble, Mr. Stetson, who had a winter home in DeLand, became interested in the school. When, at Mr. DeLand's request, Mr. Stetson was made chairman of the Board of Trustees in 1889, the school was re-named in his honor. Stetson University fielded the first football team in Florida in 1901, and the nickname "Hatter" was used then and is still used today.



The Mascot

After a five year absence, a new, modernized Stetson Hatter mascot made its inaugural appearance November 30, 1995 at the Annual All-Sport Pep Rally held in the Edmunds Center. The mascot, which possesses a big smile, wears a big hat and is outfitted with a suit jacket, bow tie and a Stetson jersey, was unveiled by the "S" Club, Student-Athlete Advisory Committee during the enthusiastic campus-wide event to promote school spirit.

Stetson took the original artwork from Lewis Carroll's creation of the Hatter and updated it into the new mascot. A full assortment of tryouts were conducted to select a team which could take turns performing at numerous functions as the Stetson Hatter mascot.

Prior to the unveiling in 1995, a mascot was needed in the early 1970s in order for the basketball program to enter NCAA Division I. As a result of the efforts made by chemistry student Pete Gibbons and Mrs. Anita Lindstrom, a large hat costume was created for use up to the late 1980s and early 1990s.

THE STETSON COMMUNITY

STATEMENT OF PURPOSE

Stetson University aspires to be a comprehensive private university made up of individually strong undergraduate academic programs in various colleges and schools, each of which is recognized by its peers for intellectually exciting programs, effective teaching, and a selected group of academically distinctive graduate and continuing education programs. The University promotes and supports scholarly and creative activity among students and faculty as a means to enhance teaching, learning and professional development and as a contribution to the broader base of knowledge.

Stetson University provides distinctive programs which include a comprehensive university curriculum that is united by a commitment to Christian values and the liberal arts, and a learning environment which affords special leadership skills and the interaction of students, faculty, and staff. The University also shares a commitment to social responsibility and provides services on a selective basis to its wider community through such avenues as continuing education, public service programs, and the volunteer work of individual faculty, students and administrators.

Stetson seeks students whose basic objective is a well-rounded intellectual and aesthetic self-development program. Many will be pre-professional and career oriented students who desire a broadly based learning experience. Stetson attempts to admit students who have demonstrated high academic and leadership potential as well as a sense of personal and community responsibility

Through a high level of faculty, staff and alumni involvement, and a demanding but caring environment, Stetson prepares students to pursue careers, enter highly selective graduate programs, pursue lifelong learning and lead meaningful lives of service in their communities.

A BRIEF HISTORY

The city of DeLand and Stetson University have literally grown up together. DeLand was a small village when Mr. Henry DeLand, the principal citizen of the town, conceived the idea of founding a school. The first classes of "DeLand Academy" were held in the First Baptist Church of DeLand in 1883. The Academy became a college in 1885. In 1889 the name was changed to Stetson University in honor of the famous hat manufacturer, John B. Stetson, who made generous contributions to the University both in time and money.

DeLand Hall, one of the best-loved buildings on campus, is a reminder of the vision and dream which Mr. DeLand had when the University was founded. This small building in the center of the campus was the first building to be erected in the State of Florida for the teaching of higher education. It has been preserved in its original construction and has recently been renovated to house various administrative offices.

The University was a College of Liberal Arts until the founding of the College of Law in 1900, the first law school in Florida. The College of Law was moved to St. Petersburg in 1954, where larger courts and other advantages were available in that metropolitan area. Stetson also pioneered in Florida the teaching of music and business administration and in offering graduate work leading to the MA degree



CAMPUS LIFE STAFF

| | | <u>Office</u> | <u>Ext.</u> |
|-------------------|--|---------------|-------------|
| James Beasley | Vice President for Campus Life and Enrollment Management | CUB 201 | 7210 |
| Michael Almeida | Assistant Director of Residential Life | CUB 210 | 7201 |
| Toni Avant | Assistant Director of Career Services | FH 101 | 7315 |
| Joyce DeLoach | Associate Director of Career Services | FH 101 | 7315 |
| Wendy Donna | Associate Director of Student Life | CUB 203 | 7222 |
| Michelle Espinosa | Director of Residential Life | CUB 216 | 7201 |
| Kirsten Fogle | Alcohol Education Coordinator | CUB 209 | 7237 |
| Lynne Gentile | Director of Student Judicial Affairs | CUB 213 | 7200 |
| Karen Hofmann | Counseling Psychologist, | CC | 8900 |
| Hadie Kenner | Director of Student Health Services | Clinic | 8150 |
| Tammy King | Assistant Director of Student Life and Coordinator of Multicultural Affairs | CUB 209 | 7222 |
| Don Sanz | Director of Counseling and Career Services | CC | 8900 |
| Alma Smith | Counseling Psychologist, | CC | 8900 |
| Arlene Smith | Coordinator of Summer Conferences | CC | 8902 |
| Darald Stubbs | Director of Student Life and Hollis Center | CUB 212 | 7237 |

| | | | |
|-----|--|---------|------|
| TBA | Assistant Director of Student Life and Coordinator of Recreation | CUB 104 | 7234 |
| TBA | Assistant Director of Residential Life | CUB 211 | 7201 |

Campus Life Committee

The Campus Life Committee is composed of five students and five faculty. This Committee functions as an advisory body to the Vice President for Campus Life.

All organizations on campus receive their approval for official recognition from the Campus Life Committee.

PRESIDENT'S STAFF

| | | <u>Ext.</u> |
|-------------------|---|----------------|
| H. Douglas Lee | President | 7250 |
| Tom Allison | Associate Dean of the College of Law | (813)-582-7951 |
| Shahram Amiri | Vice President for Information Technology | 7045 |
| James R. Beasley | Vice President for Campus Life and Enrollment Management | 7210 |
| Paul E. Dascher | Dean of the School of Business Administration | 7405 |
| Ann Y. Graham | Vice President for Business and Finance | 7015 |
| Gary L. Maris | Dean of the College of Arts and Sciences | 7515 |
| Lizabeth A. Moody | Vice President and Dean of the College of Law | (813)-582-7950 |
| John Tichenor | Director of Institutional Research and Lecturer in Sociology | 7255 |
| F. Mark Whittaker | Vice President for University Relations | 7451 |
| James E. Woodward | Dean of the School of Music | 8960 |

ACADEMIC CALENDAR 1997-98

FALL SEMESTER 1997 (72 CLASS DAYS—43 MWF & 29 TTH)

| | |
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| Saturday, August 23 | Residence Halls open 8:00 a.m.. (NEW STUDENTS ONLY) Food service opens 11:00 a.m. (NEW STUDENTS ONLY) New Student Orientation Begins CONVOCATION 5:00 p.m. Elizabeth Hall Auditorium |
| Sunday, August 24 | Residence Halls open 12:00 noon (RETURNING STUDENTS) Food service opens 11:00 a.m. (RETURNING STUDENTS) |
| Monday -Tuesday August 25-26 | Academic Advising and Registration. New Student Registration. Validation of Registration for returning students |
| Wednesday, August 27 | Classes begin |
| Monday, September 1 | LABOR DAY (no classes) Wednesday, |
| Wednesday, September 3 | Last day to add course for credit. Last day to drop course without financial penalty |
| Saturday, October 4 | CLAST Test for Stetson students |
| Monday, October 6 | Grade inventories due to Registrar |
| Monday-Tuesday October 13-14 | FALL BREAK (no classes) |
| Friday, October 17 | Mid-term withdrawal date and last day to drop course without academic penalty |
| Friday-Sunday October 24-26 | FAMILY WEEKEND |
| Monday-Friday October 27-October 31 | Academic Advising for <u>Upperclass Students</u> for Spring Semester |
| Monday-Tuesday November 3-4 | Registration for <u>Upperclass Students</u> for Spring Semester |
| Monday-Wednesday November 10-12 | Academic Advising for <u>First-year students</u> for Spring Semester |
| Thursday, November 13 | Registration for <u>First-year students</u> for Spring Semester |
| Wednesday, November 26 | Commons closes at 1:30 p.m. Residence Halls close 6:00 p.m. Hat Rack closes at 6:00 p.m. |
| Thursday-Friday November 27-28 | THANKSGIVING HOLIDAY |
| Sunday, November 30 | Residence Halls open 12:00 noon Hat Rack opens at 6:00 p.m. |
| Monday, December 1 | Commons opens 7:15 a.m. Classes resume |
| Thursday, December 11 | Last day of classes |

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| Friday-Sunday December 12-14 | Reading Days |
| Monday-Friday December 15-19 | Final Examinations |
| Friday, December 19 | Final grades for Graduates due to Registrar by 9:00 a.m. Food Service closes 1:30 p.m. Residence Halls close 5:30 p.m. (expect for those students participating in Commencement) |
| Saturday, December 20 | COMMENCEMENT—9:00 a.m. Residence Halls close at 3:00 p.m. for all students |
| Tuesday, December 23 | All grades due to Registrar by 9:00 a.m. |

NOTE: December 22-January 9 Hat Rack is open with limited hours
9:00am-1:30pm, Monday-Friday

SPRING SEMESTER 1998 (71 CLASS DAYS—42 MWF & 29 TTH)

| | |
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| Sunday January 11 | Residence Halls open at noon for all students Food Service opens at 4:00 p.m. |
| Monday, January 12 | New Student Orientation and Registration Validation of Registration by Returning Students Classes begin |
| Monday, January 19 | MARTIN LUTHER KING DAY (University Holiday) |
| Tuesday, January 20 | Last day to add course for credit. Last day to drop course without financial penalty |
| Friday, February 20 | Grade inventories due to Registrar |
| Saturday, February 21 | CLAST Test for Stetson Students |
| Friday-Saturday February 20-21 | Homecoming |
| Friday, February 27 | Mid-term withdrawal date and last day to drop course without academic penalty Food Services close 1:30 p.m. Residence halls close 6:00 p.m. Hat Rack closes 5:30 p.m. |
| Monday-Friday March 2-6 | SPRING HOLIDAYS |
| Sunday, March 8 | Residence halls open 12:00 noon Hat Rack opens 6:00 p.m. |
| Monday, March 9 | Commons opens 7:00 a.m. Classes resume |
| Friday, April 10 | GOOD FRIDAY (no classes) |
| Sunday, April 12 | EASTER |
| Monday-Thursday March 30-April 3 | Academic advising for Summer Session and Fall Semester |
| Tuesday-Thursday April 7-9 | Registration for Summer Session and Fall Semester |
| Wednesday, April 29 | Last day of classes |
| Thursday, April 30 | Reading Day and Thursday evening courses Final Exams |

| | |
|-----------------------------|--|
| Friday-Saturday May 1-2 | Final Examinations |
| Monday-Wednesday May 4-6 | Final Examinations |
| Wednesday, May 6 | Residence Halls close 6:00 pm (except for those students participating in Commencement) |
| Thursday, May 7 | Final Grades for Graduates due to Registrar by 9:00 a.m. |
| Friday, May 8 | Food Services closes at 6:00 p.m. |
| Saturday, May 9 | Hat Rack opens 9:00a.m. - 6:00 p.m. |
| Sunday, May 10 | BACCALAUREATE 10:00 a.m. COMMENCEMENT 1:30 p.m. Food Service closes 2:00 p.m. Residence Halls close 6:00 p.m. |
| Tuesday, May 12 | All grades due to Registrar by 9:00 a.m. |

SUMMER SESSION 1998 (35 CLASS DAYS)

| | |
|----------------------------------|--|
| Sunday, May 31 | Residence Halls open 12:00 noon |
| Monday, June 1 | Academic Advising, New Student Orientation and Registration. Validation of Registration of Returning Students New Student Orientation Food Service opens 7:00 a.m. |
| Tuesday, June 2 | Classes begin |
| Friday, June 5 | Last day to add course for credit and last day to drop course without Financial Penalty for courses in progress |
| Saturday, June 6 | CLAST Test for Stetson Students |
| Friday, June 12 | Last day to drop course without academic penalty |
| Friday, June 19 | Final Exam for first three-week session |
| Monday, June 22 | Second three-week session begins |
| Friday, June 26 | Final examinations for first four-week session |
| Monday, June 29 | Second four-week session begins |
| Friday, July 3 | INDEPENDENCE DAY HOLIDAY (University Holiday) |
| Friday, July 10 | Final examinations for six-week session and second three-week session |
| Friday-Saturday July 10-11 | Summer Orientation, Academic Advising and Advance Registration for New Students (SOAR) |
| Wednesday-Thursday July 22-23 | Final Examinations for second four-week session and for eight-week session Commons closes 1:00 p.m. Residence Halls close at 6:00 p.m. (except for those students participating in Commencement) |
| Friday, July 24 | Final Grades for Graduates due to Registrar by 9:00 a.m. Hat Rack closes 1:00 p.m. |
| Saturday, July 25 | COMMENCEMENT 11:00 a.m.. |
| Tuesday, July 28 | Residence Halls close 6:00 p.m. All grades due to Registrar by 9:00 a.m. |

ACADEMIC POLICIES

The Stetson University Bulletin is the official University publication which contains information regarding degree requirements, grades, class attendance, academic probation, etc.

DEGREE REQUIREMENTS

A detailed listing of all academics requirements, including those for a specific degree and major, may be found in the University Bulletin. **It is the student's responsibility to insure that all requirements for graduation have been met.**

To assist the student in this effort, the Office of the Registrar maintains an up-to-date "degree audit" for each student. This outlines the requirements of the student's major and records his/her progress toward the degree. The student is sent a copy of the degree audit each semester prior to academic advising and registration.

The following is a summary of some academic policies and procedures about which students frequently ask:

CHANGE OF MAJOR OR MINOR

A student who wishes to declare or change a major or minor should first consult with his/her academic advisor. The change may then be made in the office of the appropriate academic Dean. Students must meet the degree requirements in effect at the time the change is made.

ACADEMIC LOAD

A student must average 14-16 hours per semester to graduate in four years. A student who carries fewer than 12 hours is a part-time student. A part-time student does not qualify for the Honor Roll or Dean's List and may not qualify for certain kinds of financial aid or for other benefits which require certification of full-time status. Fewer than six hours is considered part-time for summer school. Students who take eight hours or more pay full tuition.

ATTENDANCE

Independent study is encouraged at the University, but regular attendance is required in most classes. Stetson prescribes no general attendance rule; the individual colleges and schools may establish attendance regulations, but usually attendance requirements are established by individual professors for their own classes.

ACADEMIC RECORDS

Academic records, to include transcripts, are maintained in the Registrar's Office. Students may examine their academic records upon request. Records are not released without the student's written permission. Exceptions to this policy are granted to administrative and faculty personnel within the University who have a need to know. A \$2.00 charge is assessed for each transcript that is requested. Transcripts may be withheld if the student is not in good financial standing with the University.

INTERPRETATION OF GRADES AND QUALITY POINTS

Grades and quality points represent the instructor's final estimate of the student's performance in a course. The grade of A (+ or -) may be interpreted to mean that the instructor recognizes exceptional capacity and exceptional performance. The grade of B (+ or -) signifies that the student has, for any combination of reasons, gained a significantly more effective command of material than is generally expected in the course. The grade of C+ or C is the instructor's certification that the student has demonstrated the required mastery of the material. A student is graded C- or D (+ or -) when his/her grasp of the course essentials is minimal. The F grade indicates failure to master the essentials and the necessity for repeating the course before credit may be earned.

Quality points are values assigned to letter grades. Students' cumulative grade-point averages are based on a four-point scale. Letter grades are assigned the following numerical equivalents per semester hour:

| | | | |
|----|--------|----|--------|
| A+ | = 4.00 | C | = 2.00 |
| A | = 4.00 | C- | = 1.67 |
| A- | = 3.67 | D+ | = 1.33 |
| B+ | = 3.33 | D | = 1.00 |
| B | = 3.00 | D- | = 0.67 |
| B- | = 2.67 | F | = 0.00 |
| C+ | = 2.33 | | |

I = Incomplete. This is the grade given when, because of illness or other extenuating conditions, the instructor's academic Dean has approved an extension of time for the completion of a course. The work of the course must be completed two weeks prior to the last day of classes in the next academic semester of enrollment (excluding summer term); but in all cases, except graduate thesis courses, it must be removed within 24 months from the date issued, regardless of enrollment status; otherwise the **I** becomes an **F**. If a grade of **I** has been assigned, in no case may the course be repeated to improve grade standing.

P = credit, no quality points earned, does not affect grade-point average.

W = an approved withdrawal from the University before the mid-term grade inventory. No credit or quality points are earned and the grade-point average is not affected.

WP = an approved withdrawal from the University after the mid-term grade inventory. The grade is given according to the instructor's evaluation. No credit or quality points are earned and the grade-point average is not affected.

WF = an approved withdrawal from the University after the mid-term grade inventory. The grade is given according to the instructor's evaluation. No credit or quality points are earned, but the grade **WF** is treated as hours attempted and the grade-point average is affected.

X = the grade received for late drop of a course without academic penalty. No credit or quality points are earned and the grade-point average is not affected. The grade must be approved by the student's academic Dean.

XF = the grade received for late drop of a course with academic penalty. No credit or quality points are earned, but the grade **XF** is treated as hours attempted and the grade-point average is affected. The grade must be approved by the student's academic Dean.

FORGIVENESS OF "F" GRADE

An undergraduate student may repeat a failed course to receive credit and improve the cumulative grade-point average. If a higher grade is earned, only the hours attempted and quality points earned for the passed attempt will be used in computing the student's cumulative grade-point average. However, all attempts will remain part of the student's permanent academic record. The Pass/Fail grade option may not be used when repeating a failed course, unless it was the grade option selected for the initial attempt. Failed courses that are repeated must be taken at Stetson.

This policy pertains to undergraduate, degree-seeking students only and applies to "F" grades earned during the **Fall Semester of 1991** and subsequent academic terms. It does not apply to courses failed prior to that time. To have a failed grade forgiven, the student should obtain an "F" Grade Forgiveness form from the Registrar's Office, have it signed by the Dean of the school in which the failed course is taught, and return it to the Registrar's Office by the end of the Add period. Failed courses which are repeated, but have not been approved by the appropriate Dean, will not be forgiven.

QUALITY POINT COMPUTATION

A cumulative average of C (2.00 GPA) requires a student to have earned two quality points for each credit hour attempted. To graduate, a student must earn a minimum of 120 credit hours and 240 quality points, if all work is completed at Stetson. If credit has been transferred from another institution, then a minimum of 48 credit hours and 96 quality points must be earned at Stetson. The combined credit hours earned must still total a minimum of 120 to graduate. The grade-point average is determined by dividing the total quality points earned by the total hours attempted, including all courses failed. Only courses taken at Stetson are included in the student's cumulative grade-point average.

CHANGE OF REGISTRATION (DROP/ADD)

During the first few days of each term, an opportunity is accorded students to make changes in their class schedules. The exact dates for this period vary each term and are published in the official University calendar included in this bulletin. The necessary change-of-registration forms are available in the Registrar's Office. Within the drop/add period, a certain initial period of time is allowed for students to add as well as drop courses without academic penalty. **It is imperative that students consult the University calendar for the exact dates provided each term for adding or dropping courses.** A change of registration after the "add" period does not reduce charges. A course dropped after the drop period carries a grade of X or XF as determined by the appropriate academic Dean. No course may be dropped after the last day of classes in any given term.

PASS/FAIL CREDIT

A student has the option of taking on a pass/fail basis a total of two courses not ordinarily pass/fail. To exercise this option, students must obtain a pass/fail form from the Office of the Registrar, have the form signed by the faculty advisor, and return it to the Registrar prior to the end of the period. Once initiated, the pass/fail option may not be changed.

For students majoring in the College of Arts & Sciences or the School of

Music, the pass/fail option may be used only for courses which are not applied toward a major or minor and applied toward Foundation Requirements (Part I) for the Arts and Sciences general education program, or toward the English, Mathematics, and Communications course requirements for Music School degrees.

For students majoring in the School of Business Administration, the pass/fail option may be used only during the junior or senior year and may be used only for courses that are beyond all School of Business Administration requirements, not applied toward a minor, and offered outside the School of Business Administration.

EXAMINATIONS

Examinations are given in all courses at the end of each academic term. Students who miss an examination without prior permission from the Dean of the applicable school or college will be graded "F" in that course.

ACADEMIC WITHDRAWALS

A student desiring to withdraw from the University (drop all courses) before the completion of a semester is required to comply with official withdrawal procedures as outlined below. Students who leave the University without proper permission automatically suspend themselves and can be readmitted only by special approval of the Dean of the appropriate college or school. A grade of "F" is recorded for all courses when a student leaves without prior approved withdrawal.

Official Withdrawal Procedures

1. The withdrawal process must be completed by the student at least two (2) weeks prior to the last day of classes in a semester (excluding summer term). Students may not withdraw during the last two (2) weeks of a semester.
2. The withdrawal process is initiated in the Dean's office of the college or school in which the student is enrolled and must be approved by that respective Dean before the process can proceed. Withdrawal forms are available in each Dean's office, as well as in the Office of the Registrar (Flagler Hall Room 104), and the Director of Student Judicial Affairs (Carlton Union Building Room 213).
3. Upon the Dean's approval to withdraw, the student must then submit the Withdrawal Form to the Office of Student Judicial Affairs for authorization and signature. The student must then submit the Withdrawal Form to Financial Planning (Griffith Hall) prior to the Office of Student Accounts (1st Floor, Elizabeth Hall) for final authorization.
4. **Once initiated, the withdrawal process must be completed within seven (7) calendar days from the authorization date indicated on the form, or by 4:30 p.m. on the last day to officially withdraw from the semester. The process is only complete after the student presents the signed Withdrawal Form to the Office of Student Accounts.**
5. When a student completes the withdrawal process, it will be recorded on the permanent academic record as follows:

- a. If completed before the mid-term grade inventory, a grade of "W" will be assigned for each course. No credit or quality points are earned and the grade point average is not affected.
- b. If completed after the mid-term inventory, a grade of "WP" or "WF" will be assigned for each course according to the instructor's evaluation of the student's performance to that point. WF's, but not WP's, shall be treated as hours attempted and the grade point average is affected.

ACADEMIC STANDING

Every undergraduate student enrolled at Stetson University is expected to earn and maintain an average grade of at least "C" (2.0 G.P.A.) on all course work attempted. A cumulative average of "C" (2.0 G.P.A.) is required for graduation.

ACADEMIC WARNING

Any student whose cumulative average falls below a "C" (2.0 G.P.A.) at the end of a grading period will be given an academic warning. This warning will be in effect until an overall "C" (2.0 G.P.A.) average is regained. If a student earns a "C" (2.0 G.P.A.) or higher average for a single semester but the cumulative average remains below a "C", the warning will be continued.

ACADEMIC SUSPENSION

Any student on academic warning who becomes deficient by eighteen (18) or more quality points will be suspended for a period of eight (8) months. Also, a student may be suspended if the student fails all of the course work attempted during the first semester at Stetson. During the time that a student is on academic suspension, any academic work taken at another institution will not be accepted for credit toward the requirements for graduation at Stetson University.

READMISSION AFTER SUSPENSION

A student who has been academically suspended for the first time is eligible for readmission after the period of suspension has been served. The student should apply to the Dean of the college or school for readmission at least thirty (30) days prior to the scheduled date of registration for the term for which the student seeks readmission. A student who is readmitted following a suspension will be continued on academic warning.

Also, readmitted students who reduce their quality point deficiency below 18 and later become deficient by 18 or more quality points will be dismissed from the University.

ACADEMIC DISMISSAL

Students readmitted to the University following an academic suspension who fail to maintain a grade point average of 2.0 (C) or higher each semester until their quality point deficiency is reduced to less than 18, will be academically dismissed from the University.

READMISSION AFTER A DISMISSAL

Under ordinary circumstances, a student will not be readmitted following academic dismissal.

ADMINISTRATION AND APPEALS

Academic suspension and readmission are the administrative responsibilities of the Deans of the college and schools. Inquiries, appeals, and requests for readmission should be directed to the appropriate Dean.

REENTRY

Students who reenter the University after being absent for one semester or more (Fall or Spring) do so through the Office of the Registrar. Upon reentry students must meet the degree requirements of the University Bulletin in effect at the time of their reentry.

GRADE INVENTORIES

Once during each semester, unsatisfactory grades are reported. This is called a grade inventory. Only grades less than C are reported and these are not recorded on the student's permanent record. They are simply to give the student an idea of progress up to the time of the inventory. It is the student's responsibility to arrange for conferences with the instructor, faculty advisor, the student's Dean, or anyone else whom the student feels may be of help.

APPEAL FROM DECISION OF ACADEMIC DEAN

Student appeals for relief from an academic regulation of the University should be directed to the Dean of the school or college in which the student has chosen to major. The Dean has the responsibility for maintaining the integrity of all academic policies and regulations of the University and the decision of the Dean is considered to be final.

Stetson is committed to fairness, equity, and justice in all relationships. A student who feels that the decision by the Dean is either arbitrary or grossly unfair may appeal the Dean's decision to the President. This appeal must be in writing and must show why, in the view of the student, the decision of the Dean was unfair. The appeal should be delivered to the Office of the President and should provide the President with the following additional data:

- full name
- student number
- academic major
- academic advisor
- local address
- local telephone number

The President will communicate his response to the formal appeal in writing to the local address provided by the student after consultation with the involved parties.

ACADEMIC HONESTY

Academic honesty and integrity are essential to the well-being and proper functioning of an academic community. Any time students attempt to gain access

to information pertaining to their normal course of study through dishonest means, they not only show little concern for their own personal sense of integrity, but they infringe on the rights of all other members of the academic community. The following definitions and examples should be referred to as forms of academic integrity violations.

A. Cheating: No student shall use or attempt to use unauthorized materials, notes, or information from another student about normal course work that is intended to be done on an individual basis, either in class or out of class. Examples include, but are not limited to, copying from another person's research, paper, test or quiz; using testing aids during a test where no permission has been given by the particular section's instructor; copying reports, laboratory work, computer work, programs or files; collaborating on laboratory or computer work without specific permission from the particular section's instructor; taking an exam for another.

B. Fabrication and Falsification: No student shall, either through intentional or unauthorized means, alter any information or citation in their academic work. Examples include, but are not limited to, inventing or providing false data, information or results; producing a false record concerning academic internships; altering the record of data; altering grade reports; providing a false citation of a source of information; providing false information regarding excuses from classes, laboratories, exams, quizzes and/or practicum experiences.

C. Multiple Submissions: No student shall submit either a paper, test or quiz, or any portion thereof, which was obtained from a paper, test or quiz previously submitted for academic credit for any course.

D. Plagiarism: No student shall intentionally or knowingly present the work of another person without the expressed permission of the original author. Examples include, but are not limited to, the use of another's complete sentence, syntax, key words, graphs, charts or even only the ideas and information provided by another. Computer programs and files must also be utilized only with the inclusion of a citation referring one to the original source of the file and/or program.

E. Abuse of Academic Materials: No student shall destroy, steal or make inaccessible any academic resource material. Examples include, but are not limited to, the hiding of library resource material, reference material, intentionally altering another student's laboratory work/results.

F. Complicity in Academic Dishonesty: No student shall knowingly assist, offer guidance or support for another student's attempt, or be personally involved in an attempt to obtain in any deceptive or unauthorized manner, information or documents such as tests, examinations, roll books, reports, etc., that are considered to be the confidential or private property of other students, faculty, administrative personnel, or the University. Examples include, but are not limited to, knowingly permitting another to copy one's own paper/work, or paper/work of another; distributing or providing others with test or research material/questions; taking an exam for another; collaborating with another student with the intent of submitting work intended to be presented as original.

G. The following policies will cover acts of dishonesty:

1. On the first occurrence in any course, the minimum penalty will be a zero on the paper, test, or examination. The maximum penalty will be failure in the course. The instructor will confer with the accused student and inform him/her as to what specific penalty, within these limits, he/she intends to impose. Generally, the first occurrence of academic dishonesty is handled by the instructor of the course, but may be referred to the Student Judicial Officer for adjudication.

2. Once a charge of academic dishonesty has been resolved, notice of the occurrence will be sent to the Student Judicial Officer and to the appropriate academic Dean to become a part of the student's record.

3. Upon receipt of a report of a second occurrence in any course by the same student, the Student Judicial Officer will initiate appropriate action under the Student Code of Conduct.

4. Administrative disciplinary action for academic dishonesty is not to be considered in any way a substitute for an academic penalty imposed by the instructor for the same offense.

ACADEMIC HONORS

Undergraduate students who have attended Stetson University only and whose cumulative grade point average (GPA) is between 3.50 and 3.69 are graduated Cum Laude; if it is between 3.70 and 3.89 they are graduated Magna Cum Laude; and if it is 3.9 or higher they are graduated Summa Cum Laude.

Undergraduates who have attended other academic institutions and have earned 60 or more credit hours at Stetson are also eligible for all academic honors. In such cases the academic requirements for honors must be met both on all graded work taken at Stetson, and on all the combined graded work taken at Stetson and at all previous institutions.

The Honor Roll includes undergraduates with a 3.0 GPA based on twelve hours attempted with no grade below a "C." The Dean's lists include undergraduates with a 3.5 GPA based on twelve hours attempted and no grade below a "B."

CENTER FOR INFORMATION TECHNOLOGY

Lynn Business Center Computer Labs Room B101-103 LBC Ext. 7066

| | |
|------|--------------------|
| M-Th | 8:00 am - Midnight |
| Fri | 8:00 am - 5:00 pm |
| Sat | Noon - 5:00 pm |
| Sun | Noon - Midnight |

Davis Hall Computer Lab Room DH 101 Ext. 8990

| | |
|------|-------------------|
| M-Th | 3:00 pm - 9:00 pm |
| Fri | 3:00 pm - 5:00 pm |
| Sat | Closed |
| Sun | Closed |

All labs are equipped with Pentium and/or PowerMacintosh microcomputers. A current student ID is required to access all labs. The schedule for the labs will be

modified during holidays and finals week. Modified schedules will be posted two weeks in advance.

Networking Code of Computing Ethics

The Internet is used to facilitate the exchange of information consistent with the academic, educational and research purposes of its members. Users of the Internet are expected to conduct themselves in a manner that does not interfere with or harass individuals or institutional activities.

Ethical standards that apply to the use of computer resources are derived directly from the standards of common sense, decency, and courtesy that apply to the use of any public resource. The following standards apply to the use of the Internet:

1. Offensive, rude, obscene or harassing material via any electronic mail or bulletin board facility is strictly forbidden.
2. Internet is not to be used for political or commercial purposes.
3. Broadcasting messages to lists or individuals is not allowed.
4. Chain letters are not allowed.
5. Any communication which violates applicable laws and regulations is not allowed on the Internet.

Users and nonusers must not encourage, collaborate, or tolerate the violation of this Code by any other person. It is University policy that anyone with knowledge of violations or suspected violations report this information to Academic Computing Services.

The Code of Computing Ethics is intended to work to the benefit of all computer users by encouraging responsible conduct. The following disciplinary sanctions outline some, but are not limited to, actions that may be taken either singularly or in combination, by the institution against violators of this Code.

- Reprimand in writing indicating further violations that may result in more serious penalties.
- Restriction of computing privileges for a specified period of time.
- Probation status, with the associated implications, imposed on the individual.

The EDUCOM Code

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, the right to privacy, and the right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

duPONT-BALL LIBRARY

The duPont-Ball Library's resources include more than 320,000 volumes, including 55,000 bound periodical volumes, a government documents collection of 225,000 publications, 275,000 microfiches, videotapes, and many CD-ROM databases. Services include individual reference assistance, computer-assisted information retrieval, Internet access, interlibrary loans, audiovisual services, photocopies, and microform printing. Reserve books are available at the circulation desk and reference assistance is available daily and in the evenings, Sunday through Thursday. No food, drink, or smoking is allowed in the Library.

All material to be used outside the Library must be checked out at the Circulation Desk. You must present your Stetson ID so that necessary records can be made. Books may be checked out for three weeks and overdue charges are twenty-five cents (\$0.25) a day. The maximum overdue fine per book is \$5.00. Additional information about Library services and policies may be obtained at the Reference Desk. For Web access to the Library's catalog and "virtual collection," connect to "<http://www.stetson.edu/~library/>"

Library Hours (academic year):

| | |
|-------------|--------------------|
| Mon - Thurs | 8:00 am - Midnight |
| Friday | 8:00 am - 5:00 pm |
| Saturday | 9:00 am - 5:00 pm |
| Sunday | 1:00 pm - Midnight |

(Exceptions: Holidays and examination schedules will be posted)

CAMPUS LIFE SERVICES

CAREER SERVICES

Stetson University established the Department of Career Services to counsel and guide students and alumni in career planning and to assist them in conducting successful job searches.

This office, located in Flagler Hall, provides career counseling for all students; maintains a Career Library containing reference materials pertaining to career employment opportunities, employment trends, specific job opportunities, company literature, and graduate school information; assists students with resume preparation and interviewing techniques; schedules on-campus interviews with representatives of various businesses, industrial firms, and governmental agencies; provides referral service of students' credentials to potential employers; and serves as a clearinghouse for internships and off-campus part-time and summer employment.

Students can also utilize a complete computer-based career information and planning system called DISCOVER. Identify interests, abilities, experiences, and work-related values, understand how these self-variables relate to the world of work, search for occupations and graduate schools all on one computer. Through the Career Network Program Stetson students can talk with alumni to obtain information about various career fields or to begin their networking activities. Each Fall the office hosts the Annual Career Exposition (ACE) involving

business, industrial, and governmental agencies and various graduate and professional school admissions representatives. These activities are open to the entire student body.

COUNSELING CENTER

The Counseling Center is located at 601 Bert Fish Drive across the street from Health Services. The Center provides individual and group counseling, consultation, outreach, and emergency services. The Center also provides daily walk-in service and deals with issues such as: relationships, stress, life choices, substance use, adjustment, family concerns, eating, learning, self esteem and others. Counseling is confidential and does not become part of the student's University record. Testing services and information are also provided through the Center (CLEP, SAT, ACT, GMAT, GRE, LSAT, MAT, Career, etc.)

INTRAMURAL SPORTS

Stetson has one of the most comprehensive intramural programs of any school its size in the country. Over two-thirds of the student body participate in a wide variety of men's and women's intramural activities. The sports include flag football, basketball, softball, soccer, volleyball, ping pong, golf, racketball, tennis, bowling, and ultimate frisbee. Various teams are established from residence halls, fraternities, sororities, and other campus organizations. Intramurals also sponsors special events including a variety of tournaments, cookouts, and the annual Faculty/Staff softball game. The Intramural Sports Office is located on the first floor of the Carlton Union Building, Room 104. On campus extension is 7234.

JUDICIAL AFFAIRS

In any society, large or small, where people live in a community, there must be certain rules established to guarantee the safety, rights and freedom of all concerned. This is also true of Stetson University, a community that acknowledges the existence of both rights and responsibilities and is dedicated to personal and academic excellence. Community members are individually and collectively responsible for their behaviors and fully accountable for their actions.

The University does not exist as a haven for those who wish to escape the responsibilities imposed by federal, state and/or municipal law. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus. A student who has or is alleged to have committed a violation off-campus and whose case is being adjudicated in a public court or hearing is not guaranteed immunity from further review and/or action by the University.

University student judicial proceedings are administered by the Director of Student Judicial Affairs. The office of the Student Judicial Officer is located in Room 213 of the Carlton Union Building. Any student, professional staff, or faculty may submit to the Student Judicial Officer charges against any student believed to be in violation of any University regulation concerned with personal behavior, academic honesty, traffic and security, or residence hall policy.

The Student Judicial Council serves as a link between the University administration and students, to provide students with the opportunity to become actively involved in the educational disciplinary process. Council mem-

bers also serve as members of the University Traffic Board. A student's alleged violation of University policy or the Code of Conduct may be considered by the Council for adjudication. The Council, believing in the existence of higher ideals, endeavors to develop a sense of responsibility and a higher standard of conduct in each Stetson student. The Council consists of twelve (12) undergraduate students: three (3) female and three (3) male seniors; two (2) female and two (2) male juniors; and one (1) female and one (1) male sophomore. Members are selected during the spring semester for a one (1) academic year term according to the rules of the Council Constitution. No member may serve more than three consecutive years on the Council and any nonacademic organization shall not have representation of more than three (3) members on the Council.

Students found in violation of the University's established policies or Student Code of Conduct face varying degrees of disciplinary sanctions. Judicial procedures of the University are explained in detail in the Student Code of Conduct printed in this Handbook.

MULTICULTURAL AFFAIRS

Stetson considers diversity in the University community to be not only highly desirable but essential to its mission. Through the establishment of an Office of Multicultural Affairs, the University commits itself to achieving a higher level of social maturity and acceptance for differing cultures. The Coordinator of Multicultural Affairs promotes cultural diversity and awareness on the campus and serves as a counselor, advisor, and resource to multicultural students. All students are invited to visit the Multicultural Affairs office in Room 208 in the Carlton Union Building.

RESIDENTIAL LIFE

Stetson University prides itself on being a residential University. Approximately 1,500 undergraduate students reside on campus in University facilities. Stetson is concerned not only with the formal education of its students but also with their total development as persons. The residence hall program contributes to this effort toward personal growth and development.

The University desires to provide housing of the highest possible quality at a reasonable rate. Residence halls and Greek housing are staffed with student advisors who are chosen and trained by the staff of the Vice President for Campus Life. The residential staff is committed to working with students in developing a sense of community conducive to academic and personal growth through programming, advising, and acquainting students with the total college experience.

Residential Life's relationship with students is based on the assumption that residents are adults, capable of initiating reasonable decisions to ensure their own rights and to respect the rights of others. Freedom, self-direction and responsibility are emphasized.

For additional information explaining the residential life program, please refer to the Residential Life Guidebook located in the back of this Handbook.

STUDENT HEALTH SERVICE

Stetson provides a professionally staffed Student Health Service (SHS)

which is located across from the Stetson pool. The SHS operates as a primary outpatient clinic. The staff includes: the University Physician, four registered nurses that are certified in college health nursing, and a consulting pharmacist. The SHS is open from 8 a.m. to 5 p.m. Monday through Friday. Students are seen on a walk in basis by the nurse, but the Physician is seen by appointment. The Assistant Director serves as the University's designated HIV/AIDS resource person. All currently enrolled Stetson students are eligible for treatment. This includes on-campus, commuter, part-time, and graduate students. Examination, treatments and discussion with students are considered privileged medical information. Student medical records are treated with the confidentiality afforded by law and ethical standards.

Students are required to complete a medical history record, including documentation of immunizations for Measles and Rubella prior to registration.

It is the responsibility of the student to contact professors regarding classes missed due to illness. Verification of visits to the SHS is provided only upon request. The nature of the illness and treatment provided is confidential and will not be released without the written permission of the student.

While visits to the SHS are included in the General Fee paid in connection with registration for classes, students are charged for certain supplies, medication, and laboratory tests.

Students should be familiar with their individual type of medical insurance regarding benefits and limitations and should have their insurance and prescription card with them. Students should understand that the University does not automatically provide medical insurance. A medical insurance plan is offered through the office of Vice President for Finance, and may be purchased by the student.

STUDENT LIFE

The Stetson University mission to educate is fulfilled through a partnership involving curricular and co-curricular programs. The Student Life program is a vital part of the University's mission. Student organizations are a vital part of the University and the Student Life program.

The primary role of student organizations at Stetson University is to provide students with opportunities (1) to enhance the University's mission to educate, (2) to meet specific student needs, (3) to broaden their social and leadership skills, (4) to encourage spiritual growth and a sense of moral and social responsibility, and (5) to provide an avenue for campus and community service. In these ways, organizations provide a means through which the University clarifies its long-range goals, and students participate directly in programs that enrich campus life.

As a part of the role which student organizations play in the education process, organizations provide students with opportunities to explore new ideas and new leadership roles, and to engage occasionally in the open debate of controversial issues. Students are allowed to succeed, to fail, to argue, to discover new truths and to make mistakes. Students are taught how to live with others in an open spirit of freedom, compromise, and mutual respect.

REQUIREMENT FOR STUDENT ORGANIZATIONS:

RECOGNITION - All student organizations must be approved by the University in order to be officially recognized. They must have a Charter, a set of officers, a list of members, a statement of purpose, and a program of activities.

RESTRICTIONS - The University recognizes the legal right of students to organize and to speak in an environment supportive of an open exchange of ideas. Nonetheless, the University does not allow organizations on campus which deny human rights of other individuals, which disrupt orderly University processes, or which attempt to do psychological or physical harm to others.

PROCEDURE - In order to qualify as a recognized organization at Stetson University, the following must be accomplished:

1. The group seeking recognition must submit to the Assistant Director of Student Life a constitution with the following information:
 - a. Name of organization
 - b. Purpose of organization
 - c. Membership eligibility
 - d. List and description of officers and duties
 - e. List of committees and their functions
 - f. Provisions for amendments to the constitution
2. Organizations must also submit the following information to the Student Life Department:
 - a. Completed Organization Registration Form
 - b. Roster of charter members
 - c. List of short and long range goals for the organization
 - d. Name of Faculty Advisor and his or her statement of consent to serve in an advisory capacity

When all of the above obligations have been fulfilled, copies of all materials will be sent to the Campus Life Committee chair at least one week prior to the next meeting in order to be added to the agenda. The Organization President will be notified of the date, time and location of this meeting, at which he or she and at least one representative of the organization must be present.

The final recommendation of the Campus Life Committee will be sent to the Organization President, Vice President for Campus Life, Director of Student Life and Assistant Director of Student Life.

Stetson University recognizes the legal right of persons to assemble and to speak and the significant role free speech and academic freedom play in the life of a university. Student organizations, however, do not speak for or represent the University, nor are their views or activities necessarily promoted or condoned by the University.

POLICY ON HAZING

Stetson University believes that involvement in student organizations greatly enhances the development of college students. An organization's member education program, if developed and conducted in an atmosphere of mutual respect with social and moral responsibility, can contribute much to the student's total education. In keeping with this principle, and in view of the possibility of abuses by student organizations at Stetson and university campuses throughout the country, Stetson University has defined hazing as "any action taken or situation created intentionally, on or off the University campus, by students or off-campus individuals to produce physical discomfort, embarrassment, harassment, or ridicule." Any student organization that is found in violation of this policy will be subject to a review of its continued functioning by the Vice President for Campus Life at which time appropriate action of the most serious kind will be taken.

Student organizations may develop more detailed statements on hazing which may be supported by the University.

GREEK LIFE

Greek-letter organizations have traditionally assumed an active role in contributing to the cultural, educational, and social life of the campus in providing leadership opportunities for students. At Stetson University, students have the opportunity to affiliate with six national sororities and seven national fraternities. At Stetson University, sororities and fraternities are involved in educational programs, community service, and leadership development, in addition to providing a strong bond of friendship among those invited to affiliate with the organizations. Greek-letter organizations are an exciting part of University life. Fraternities and sororities hold Formal Rush activities (membership recruitment drives) in Fall (October) for all students.

STUDENT ORGANIZATIONS

On pages 30, 31, and 32 is a list of officially recognized organizations for the 1997-98 academic year. Each student organization is responsible for completing a registration Renewal Form with the assistant Director of Student Life no later than October 1st of each year, declaring their intention to function for the current academic year. Organizations failing to do this will forfeit the right to use University facilities, receive University funds, and be represented in student publications such as the student newspaper and the yearbook.



1997-98 CAMPUS ORGANIZATIONS

ACADEMIC ORGANIZATIONS:

College of Arts and Sciences

American Chemical Society
American Medical Student Association
Association of Exercise Science and Sport
Deutsch Club (German)
Phi Alpha Theta (History)
Society of Physics
Stetson Russian Club
Theta Alpha Phi (Theatre)

College of Business

A.I.E.S.E.C.
Alpha Kappa Psi
American Marketing Association
Graduate Business School Association
Stetson Accounting Association
Stetson Information Systems and Computer Organization (SISCO)

College of Education

Chi Sigma Iota (Counseling)
Florida Future Educators of America
Kappa Delta Pi

School of Music

Collegiate Music Educators Convention
Phi Mu Alpha Sinfonia
Sigma Alpha Iota

HONORARY ORGANIZATIONS

Beta Beta Beta (Biology)
Delta Phi Alpha (German)
Gamma Sigma Epsilon (Chemistry)
Gamma Theta Upsilon (Geology)
Mortar Board
Omicron Delta Kappa (Leadership)
Order of Omega
Phi Alpha Delta (Pre-Law)
Phi Alpha Theta
Phi Beta Kappa (General)
Phi Eta Sigma (Freshman)
Phi Theta Kappa
Pi Kappa Delta (Forensics)
Pi Kappa Lambda (Music)
Pi Sigma Alpha
Psi Chi (Psychology)

Rho Lambda
Sigma Delta Pi (Spanish)
Sigma Pi Sigma (Physics)

RELIGIOUS ORGANIZATIONS

Baptist Student Union
Campus Crusade for Christ
Canterbury House
Catholic Campus Ministry
Fellowship of Christian Athletes
Flame Campus Outreach
Jewish Student Association
Intervarsity Christian Fellowship
Ministerial Association
Wesley House
Religious Life Council
Westminster Fellowship
Young Life

SPECIAL INTEREST ORGANIZATIONS

A Magic Gathering
BACCHUS
Black Student Association
Caribbean Club
Chess Club
Club Latino
College Bowl
College Republicans
Delta Pi Alpha
Indian Student Association
Mad Hatters
Stetson Gerontological
Stetson Karate Club
Stetson Tai Chi Club
Students Alumni Association
Students Transcending Homophobia
Young Democrats
Youth Advocating Planetary Improvements
Quest

SERVICE ORGANIZATIONS

Amnesty International
Circle K International
Epsilon Sigma Alpha
Habitat for Humanity
Into the Streets
Peer Educators
Student Ambassadors

GREEK ORGANIZATIONS

Fraternities

Alpha Tau Omega
Delta Sigma Phi
Lambda Chi Alpha
Phi Sigma Kappa
Pi Kappa Phi
Sigma Nu
Sigma Phi Epsilon

Sororities

Alpha Chi Omega
Alpha Kappa Alpha
Alpha Xi Delta
Delta Delta Delta
Pi Beta Phi
Zeta Tau Alpha

CAMPUS LIFE ORGANIZATIONS

Council of Student Activities (CSA)
Family Weekend
FOCUS
Greenfeather
Hatter Yearbook
Interfraternity Council (IFC)
Student Judicial Council
Multicultural Student Council
Panhellenic Council
Stetson Reporter (Newspaper)
Student Government Association (SGA)
Touchstone Literary Magazine

STUDENT GOVERNMENT ASSOCIATION

The principal avenue for student participation in University governance is through the Student Government Association (SGA). It is composed of two main bodies, the Student Senate and the Executive Cabinet. SGA is representative of the entire student body through senators from the residence halls, the commuter population, and campus organizations. The Student Government works to have an influence on policy decisions that directly impact the student body, and acts as the true voice of the students.

SGA meetings are open to all students, and those interested in obtaining more information about the organization are invited to stop by the SGA Office in CUB Room 206.

COUNCIL FOR STUDENT ACTIVITIES

The Council for Student Activities is a body made up of Stetson students which provides Stetson University with a diverse range of campus activities and programs. Programming on campus has ranged from comedians to

concerts, from large events like major concerts to casual canoe trips or a ride on the human gyro. The efforts are coordinated by eight council members hired by the Office of Student Life at the end of the previous year. Part of their responsibilities are to organize the efforts of the many volunteers needed to participate in the programming process. If you would like to be in on the action, contact a member of the Council for Student Activities at ext. 7225 or call the Office of Student Life at ext. 7222.

Programming at Stetson has included such names as:

Tommy Davidson
Blues Traveler
Carrot Top
Margaret Cho
Collective Soul
Jars of Clay

Tom DeLuca
Elastica
Adam Sandler
The Connells
Jon Stewart
Anthony Clark

FOCUS

The Fall Orientation Program, FOCUS, is the responsibility of the Office of Student Life. The FOCUS program is designed to help new students become acquainted with the University. In addition to the orientation activities, each new student is assigned a FOCUS Advisor, an Upperclass student, who assists the students in their academic planning and social adjustment at Stetson. The FOCUS staff is selected each spring to serve for the following year.

GREENFEATHER

Every fall, Stetson students have their own community service fund drive. "Greenfeather Week" involves many students who come together to raise funds by participating in a variety of events: Air Waves, a Lip Sync contest, a Rock-A-Thon, poster sales, festivals, a carnival and many other activities. Annually students and faculty together raise over thirty thousand dollars to share with the United Way of Volusia County, DeLand community service agencies, and other organizations.

STETSON WEEKEND (Homecoming)

Each year, students work closely with The Alumni Association and Student Life to organize Stetson Weekend - a weekend of activities that welcome alumni back to campus. An abundance of special entertainment, athletic events, and numerous receptions and banquets are all places that students and alumni can bridge the generation gap and share in their Stetson Experience. To volunteer, call the Alumni House, extension 7480.

FAMILY WEEKEND

Each year over 300 families of current Stetson students from all parts of the country come on campus to participate in a weekend of activities. Emphasis is placed upon providing opportunities for families to meet and visit with faculty and administration and "to become acquainted" with the campus. Join us for a weekend full of great events including the President's reception, the traditional picnic, and special entertainment on Saturday night.

ADDITIONAL STUDENT SERVICES

ARTISTS AND LECTURERS SERIES

The Artists and Lecturers Committee, composed of faculty, staff and students, brings to the campus outstanding speakers and performers in the arts, letters and sciences. The series supplements those areas of the University curriculum that are already strong and adds variety by bringing programs in those areas not represented on our campus.

INTERCOLLEGIATE ATHLETICS

Stetson University is proud of its history and tradition in the area of intercollegiate athletics. Hatter basketball and baseball teams have achieved national recognition over the years. Other collegiate teams for men are soccer, golf, tennis, cross country and crew. Intercollegiate teams for women are basketball, volleyball, tennis, soccer, softball, golf, cross country and crew. Stetson is a member of the National Collegiate Athletic Association and both men's and women's teams compete on a Division I level. Men's and women's teams also play in the Trans America Athletic Conference.

Students are admitted free to any sports event upon presentation of a current Stetson ID.

Sports Equipment:

All sports equipment may be checked out from the equipment room located in the lower level, west end, of the Edmunds Center. The room is open during scheduled Edmunds Center hours. All sports equipment must be returned the day it is checked out. Special arrangements must be made for weekend or overnight checkouts.

There will be a charge made to students who fail to return equipment on time, or for lost or broken equipment.

Facilities:

- 1 soccer field
- 2 multipurpose fields
 - 3 football
 - 3 softball
- 5 volleyball courts
- 1 multipurpose area
 - 4 tennis courts
- 2 horseshoe courts
- 12 tennis courts
- 1 tennis beat wall
- 6 racquetball courts
- 1 swimming pool
 - 25 yards x 25 yards
- 6 basketball half courts

Edmunds Center

- 2 basketball courts
- 2 volleyball courts
- 3 badminton courts
- 1 weight room
- 1 training room
- Dressing facilities:
 - Men - lower level
 - Women - second level
- Cummings Gym**
 - Gymnastic area
- 1 basketball court
- 1 basketball court or
 - 1 multipurpose area
- 1 volleyball court

The gymnasium, playing fields, and tennis courts are open for student recreation at any time a class or a scheduled school activity is not going on in that particular

area. Edmunds Center hours are from 11:00 a.m. to 9:30 p.m., Monday through Friday, 11:00 a.m. to 6:00 p.m., on Saturday, 1:00 p.m. to 6:00 p.m., Sunday. Only rubber soled gym or tennis shoes are permitted on the gym floor or tennis courts.

BOOKSTORE/CHECK CASHING

The Stetson University Bookstore, adjacent to the Carlton Union Building, is where textbooks, stationery supplies and convenience items are sold. The store also carries Stetson emblematic memorabilia and sportswear. Please check the guidelines posted in the store, referencing returns.

Bookstore Hours

Fall/Spring Semesters:

Monday-Friday.....8:00 a.m. - 4:30 p.m.

Saturday.....10:00 a.m. - 1:00 p.m.

Exceptions: Open extended hours during the first few days of classes, and closed on holidays

Summer Semester:

Monday - Friday.....8:00 a.m. - 4:30 p.m.

Check cashing: Students may cash personal checks up to \$50.00 per day at the checkout counter. No two-party checks accepted. There is a twenty-five cent (\$0.25) check cashing fee and student ID is required.

Method of payment: The Bookstore accepts cash, personal checks, Visa, and Mastercard.

FOOD SERVICE

The food service at Stetson is under contract with Sodexo Management Services. Freshmen and sophomores living on campus must meet minimum purchase requirements. Juniors and seniors have no purchase restrictions and may select any meal plan desired.

Points spend like cash in both the Commons food court and in the Hat Rack snack bar. Additional points may be purchased at any time during the school year with a \$50.00 minimum for billing to your University account. Points are nonrefundable and nontransferable. Within the academic year, unused points carry over from one term to the next. At the end of the academic year in May, however, any points not spent are lost. Therefore, wise management of your account is necessary.

Meal Plan Selections

| | |
|--------------|------------------------------------|
| 17 Meal Plan | includes 215.00 points, \$1,230.50 |
| 12 Meal Plan | includes 215.00 points, \$1,161.00 |
| 9 Meal Plan | includes 360.00 points, \$1,161.00 |
| 5 Meal Plan | includes 691.00 points, \$1,161.00 |
| All Points | \$1,161.00 |
| 9 Meal Plan | includes 160.00 points, \$957.50 |
| 5 Meal Plan | includes 160.00, \$631.50 |

All Points

(\$50.00 minimum), \$631.50

If you are on a meal plan, a 10% discount will be available for the purchase of any additional points.

Freshmen and sophomores living on campus must make a minimum purchase of \$1,161.00 in any combinations desired, unless 21 years of age.

Commons Food Court Hours

Weekdays 7:15 a.m. - 7:00 p.m.

Weekends 8:00 a.m. - 7:00 p.m.

Hat Rack Hours

Weekdays 11:00 a.m. - 1:00 a.m.

Weekends 7:00 p.m. - 1:00 a.m.

Food service offers catering assistance for many functions including student organizational events. Menus and prices may be obtained through the Catering Office on the second floor of the Carlton Union Building.

HOLLIS LEADERSHIP DEVELOPMENT PROGRAM

The purpose of the Hollis Leadership Development Program (HLDP) is to foster the awareness, study and practice of leadership by all members of the Stetson community.

There is an interdisciplinary Leadership Minor comprised of 15 credits selected from an assortment of approved courses. In addition, the Hollis Program offers a broad range of co-curricular opportunities. Options include: Into the Streets (ITS), a student run volunteer network assisting local nonprofit agencies, leadership development workshops, Youth Motivators — who assist local school children, Woodrow Wilson Visiting Fellows, and grants to encourage individual leadership development projects. For more information, contact Dr. Peter Heine, Chair, HLDP, in the Lynn Business Center.

PRINT SHOP

The Print Shop, located behind DeLand Hall, is available to all Stetson students for printing, photocopying and silk screening.

Theses, term papers, invitations, stationery, programs, brochures, T-shirts, and announcements are but a few of the items which can be done there. It is recommended to check with the Print Shop first about prices, sizes, margins, pictures, layout and turnaround time for printing delivery.

Print Shop hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday.

POST OFFICE

Stetson's Post Office, adjacent to the Hat Rack Patio, serves both commuter and residential students. When a student is assigned a unit and combination, it becomes his/her official University address. If packages are sent to your unit, you will receive a notice and can pick it up during post office hours.

Post Office Hours:
Monday-Friday.....8:30 a.m. - 3:30 p.m.
Saturday.....No window service
Mail posted by 11:00 a.m.

Commuters please be sure to check your mail on a regular basis. You receive University directories, function notices, campus pay stubs, and other University information.

Please notify your correspondents to address your mail as follows, also use this format for your return address:

NAME

421 NORTH WOODLAND BLVD. UNIT ____ _ _ _

DELAND, FL 32720

*Each bank of units has their own unique four digits after the zip code to expedite your mail to you. These are posted outside the Post Office above your unit.

The intra-campus mail facilities are only for official University business. Solicitation by non-University organizations and individuals or by persons affiliated with the University but acting on their own behalf for personal financial gain shall not be conducted through these facilities. Mail pieces moving into the campus from the United States Postal Service shall not be governed by solicitation provisions.

RELIGIOUS ACTIVITIES

Activities of student religious ministries are coordinated by the Religious Life Council (RLC). The RLC is composed of three representatives from each of the duly chartered religious organizations on campus: Baptist Student Union (BSU), Canterbury House (Episcopal), Catholic Campus Ministry (CCM), Fellowship of Christian Athletes (FCA), Jewish Student Association, Intervarsity Christian Fellowship (IVCF), Wesley (Methodist) House (WH), Westminster (Presbyterian) Fellowship (WF) and Young Life. RLC programs have included faculty/student retreats, musical concerts, "Oxfam" for world hunger, Yule Log Lighting and Caroling, and other special events.

In addition to on-campus activities, students are encouraged to become involved in the church of their choice in the DeLand community.

STUDENT I.D. CARD

All students registered for classes are required to obtain a valid University ID card. To obtain a picture ID, regardless of whether a student is on meal plan or lives on or off-campus, it is required that the student go to the Meal Card Office at the Food Services. At the beginning of each semester, immediately upon completing registration, students are required to obtain from the Meal Card Office an updated semester sticker to validate the card. The card is required for checking out library materials, check cashing privileges at the University Bookstore, use of computer labs, admission to University activities, and serves as a meal card for students on the meal plan. Lost ID cards are replaced at a nominal fee. The Meal Card Office is open 7:00 a.m. to 2:00 p.m. weekdays and is located behind the Post Office in the Carlton Union Building.

STUDENT FINANCIAL SERVICES

The Office of Student Financial Planning is committed to assisting students with insufficient financial resources to attend Stetson University. To that end, various types of assistance programs, including grants, reduced-interest loans, and on-campus employment are made available to those who qualify.

Eligibility for assistance is based primarily on financial "need." This is determined by means of the Free Application for Federal Student Aid (FAFSA), which helps to measure each family's financial strength and their ability to meet college costs. After the student's "need" is established, he/she is offered a student assistance "package" which may include one or more financial assistance programs. Students must reapply each year for consideration; application materials are made available each January for the coming academic year; certain deadlines apply. Please note, there is an on-campus housing expectation for students receiving Stetson controlled funds; please refer to the Student Financial Planning Brochure for details.

Students with questions or concerns regarding their financial assistance, or who experience a significant change in family circumstances, should stop by the Office of Student Financial Planning (located in Griffith Hall). Students will receive every consideration allowable, consistent with program regulations.

STUDENT ACCOUNTS

Advance Fees

All applicants, except auditors, are charged a onetime nonrefundable enrollment fee of \$400 which will be credited to the student's account.

Tuition and Fees

For the College of Arts and Sciences, the School of Music, and the School of Business Administration, see the insert in front of the Bulletin. For Summer Session charges, see the Summer Session brochure.

Meal Charges

Charges for the full 17 meals per week plan include \$200 in additional food credits. An optional 12 meals per week plan, which also includes \$200 in additional food credits, is available. Resident freshmen and sophomores are required to select a combination of meal plans/food credits equivalent to a 12 meal plan. Plans for 9 and 5 meals per week, including \$150 in additional food credits, are available for all other students. Additional food credits can be purchased in \$50 increments. The University reserves the right to adjust prices on meal plans at the beginning of each term. A \$15 charge is made for each meal ticket lost. Changes in meal plans can be made only at the beginning of a semester.

Special Charges

New students pay an orientation fee of \$40. There is a late registration fee of \$25. There is a general University annual fee of \$545 and a Student Life Fee of \$90, covering all full-time undergraduate students.

Student Billing

Undergraduate students taking ten or more credit hours in the fall or spring semesters are considered full time students and will be billed at the semester rate. Students who take nine or fewer credit hours in the fall or spring semester will be billed per credit hour, as will graduate and postgraduate students. The bill must be paid in full before registration unless other arrangements

have been made with the Director of Student Accounts. A ten month interest free installment plan is available with automatic approval. An application, including a \$50 fee, must be submitted in advance of registration. Forms are available from Admissions, Financial Planning and Student Accounts.

Student Withdrawal and Drop Refunds

Students officially withdrawing from their entire course load during the first eight weeks of a fall or spring semester will receive a prorated tuition, room, and meals refund as follows: during the first week, 90 percent; during the second week, 80 percent; during the third week, 75 percent; during the fourth week, 70 percent; during the fifth week, 65 percent; during the sixth week, 60 percent; during the seventh week, 50 percent; during the eighth week, 40 percent. No refunds will be made after eight weeks.

Courses dropped during the first week of a fall or spring semester, excluding official withdrawals, are given a 100 percent refund. No refund after the first week is permitted. Note carefully that this schedule for financial adjustment does not coincide with the schedule for dropping of class registration for academic record purposes.

In the summer term, students who withdraw within the first week will receive a tuition and residence hall refund of 50 percent. After one week, no refunds will be made.

No adjustments - other than those described above - are made for any fees. Any appeal regarding withdrawals or drop refunds should be directed to the Office of the Comptroller.

PUBLIC SAFETY AND TRAFFIC

Public Safety reports within Facilities Management and is located at 405 N. Amelia Avenue. It is open 24 hours a day and provides protection and services to the campus community. Officers are on duty 24 hours a day, seven (7) days a week, 365 days a year and aid with the enforcement of federal, state, and local statutes and University regulations. Objectives include crime prevention, safety, emergency services, and traffic and parking management.

A high priority is placed on prevention with patrols and surveillance directed toward this end. Training and information sessions are regularly offered to members of the Stetson community.

Public Safety services include:

Emergency Phones - There are nineteen (19) emergency telephones at strategic locations throughout campus. They can be recognized by the blue light on top. To use, simply press the button and tell us your emergency. Public Safety will automatically know your location, and will dispatch appropriate assistance.

Escorts - Public Safety provides after dark escorts upon request. To receive an escort, call Ext. 7300, stop by the Public Safety office, or use one of the eighteen emergency phones on campus.

Motorist Assistance - Public Safety officers can assist you with dead batteries and keys locked inside vehicles. Call Ext. 7300 for help.

Lost and Found - Public Safety serves as the central Lost and Found for the campus.

Property Identification - If you have valuables you wish to identify with your driver's license or social security number, Public Safety has engravers available for you to borrow.

Vehicle Registration - All motor vehicles operated by students, faculty, and staff must be registered with Public Safety within five (5) days after being brought to campus. This includes full-time, part-time, day, evening, summer, and commuting students and full-time and part-time faculty/staff members. Failure to register a vehicle will result in a non-registration citation. An accumulation of four (4) non-registration citations will result in the immobilization of the vehicle. Vehicles include, but are not limited to: automobiles, vans, trucks, motorcycles, and mopeds. Utility trailers and recreational vehicles are not permitted to be parked on campus at any time.

Parking - Parking is permitted in designated parking areas only.

Bicycles - All bicycles on campus must be registered with Public Safety. The registration of bicycles is required for two reasons:

1. Better control of bicycle parking and assistance in locating the owner, if possible, when specific violations require impoundment.
2. To aid in the prevention of theft and assistance in recovering the bicycle should a theft occur.

When registering your bicycle, please bring the bicycle to the Public Safety office. There is no fee charged for bicycle registration.

For complete rules and regulations governing parking and traffic, please refer to "Stetson On The Go: A Guide to Traffic and Parking Regulations" issued with your vehicle registration.

PUBLIC SAFETY 24 HOUR TELEPHONE NUMBER
822-7300



GENERAL UNIVERSITY POLICIES

ADMINISTRATIVE RECORDS

There are a number of offices on campus where student records are housed.

- (1) **OFFICIAL ACADEMIC RECORDS** - All records pertaining to academic information such as grades, transcripts, etc., are housed in the Registrar's Office.
- (2) **PERSONAL RECORDS** - The official personal file is housed in the Office of Campus Life. Letters of recommendation, personal letters, judicial information, and a running account of the student's life at Stetson are contained in these files.
- (3) **MEDICAL RECORDS** - All health forms and medical records are housed in the Student Health Service.
- (4) **PLACEMENT RECORDS** - Students are encouraged to work closely with the Office of Career Services beginning in their freshmen year to develop a resume. A resume data base is maintained for students who purchase the software.
- (5) **COUNSELING AND TESTING** - Records which contain test scores and information of a counseling and guidance nature are housed in the Counseling Center.
- (6) **FINANCIAL AID** - Students receiving financial aid have a file which is housed in the Financial Aid Office.
- (7) **STUDENT ACCOUNTS** - Information concerning each student's financial account with the University is housed in the Student Accounts Office.

BUCKLEY AMENDMENT

Congress has approved and the President has signed into law the Family Educational Rights and Privacy Act of 1974, informally known as "The Buckley Amendment." The objective of the Act is to provide students and parents greater access to and control over information contained in educational records. Every institution receiving federal funds of any type must comply with the law. The law stipulates that each institution is responsible for making its students aware of the law and its various ramifications.

DEFINITION OF STUDENT - A student is one currently enrolled or who has previously enrolled.

DEFINITION OF RECORD - Within 45 days of receiving a request, colleges must allow students to inspect their "educational records" which are defined broadly to include "records, files, documents, and other material which (1) contain information directly related to a single student; and (2) are maintained by a college or by a person acting for a college."

FINANCIAL FORMS AND CONFIDENTIAL LETTERS - Students are not guaranteed access to financial information furnished in the past or future by their parents, nor to confidential letters of evaluation which have found

their way into records prior to January 1, 1975. As to such letters received after 1975, the law allows the student to waive his/her right of access if the letters have to do with admission, employment or honors, if the letters are used only for those purposes and if the student is told, on his/her request, the names of all letter writers. No student or applicant may be required to execute a waiver; but an unsuccessful applicant, waiver or no, has no right to inspect all or any of the file accumulated in his/her case.

WHAT IS NOT A RECORD - FERPA II defines certain other material as falling outside the definition of "educational records" and thus not (so far as Federal law is concerned) open to inspection by parents or students. Such materials are: a) the records about students made by teachers and administrators for their own use and not shown to others; b) campus police records, under certain circumstances; c) employment records for college employees who are not current students; d) records about college students or those over 17 years old "created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional" acting or assisting in such capacity, for treatment purposes, and which are available only to persons providing such treatment.

PROCEDURES FOR CHALLENGE OF RECORDS

Section 1. When any material is placed in the educational records (as defined by FERPA II) that makes an unfavorable statement about him/her, the student shall be notified of the filing within one week of the action. It is understood that the regular grade report is considered adequate notification.

Section 2. Upon notification of the placement of unfavorable material in educational records, the student shall be informed of his/her right to challenge the content of the material or the placement of the material. Moreover, the student shall be informed of his/her ultimate right to place documents on his/her behalf with the educational records challenged.

Section 3. The Challenge Board for hearings upon objections to the filing of materials in educational records shall consist of two administrators, two faculty members, and two students chosen by the University President. No member of the Challenge Board may have any direct or indirect interest in the outcome of the hearing.

Section 4. The Challenge Board shall adhere to the procedures utilized by administrative disciplinary boards so long as they are not inconsistent with the provisions of Title 45 Code of Federal Regulations Section 99.21.

What Kinds of Information About a Student May be Released, To Whom, and Under What Conditions?

DIRECTORY INFORMATION - Such information may be unconditionally released to the whole world, without the consent of the student, unless the student has specifically asked that his/her prior consent be obtained. "Directory Information" includes a student's name, campus and home address, and telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational institution attended by the student.

ACCESS WITHOUT STUDENT CONSENT - FERPA II expands the list of people who may have access to a student's actual record (or to receive personally identifiable information contained therein) without a student's consent.

Teachers, administrators and the like (in the same institution) may look at the record if they have a "legitimate educational interest."

Colleges may transfer information: a) to other educational institutions in which the student intends "or seeks" (new) to enroll (though the students must be given a copy of the record, if he wishes, and an opportunity to challenge it); b) to enumerated public officials (like the Comptroller General of the United States); and c) "in connection with a student's application for, or receipt of, financial aid."

Five new categories of recipients are: 1) state and local officials to whom state law in effect on November 19, 1974, required information to be reported. This presumably was added in recognition of the common statutory requirement that certain kinds of infectious diseases, gunshot wounds, and the like be reported to public authorities; 2) organizations like ETS and CEEB in connection with "developing, validating, or administering predictive tests, administering student aid programs, and improving instruction," but such organizations must not show the personally identifiable information to outsiders and must ultimately destroy it; 3) "accrediting organizations in order to carry out their accrediting functions,"; 4) parents of a student who is a dependent for income tax purposes (the HEW regulations, when issued, should make clear when a college may reasonably assume that a student is an income tax dependent); 5) "appropriate persons" in the case of health and safety emergencies, with the details left for enunciation in NEW regulation.

Other than in the exceptions just listed, or in the case of directory information or in responding to judicial process, a college may not release "personally identifiable information in educational records" or allow anyone access to those records, unless the student has given his/her written consent "specifying records to be released, the reasons for such release, and to whom," and a copy of the released records is furnished the student.

JUDICIAL PROCESS - If the college is responding to a court order or subpoena, it is under no requirement to give a student a copy of the materials furnished, but it must notify him/her "of all such orders or subpoenas in advance of compliance therewith." It is to be presumed that the HEW regulations will require only reasonable notification efforts by a college before the due date of a subpoena.

CUSTODIANS OF RECORDS - Your records at Stetson are found in the Office of Campus Life and in the Registrar's Office. If you wish to examine your records in either of these offices, make an appointment to do so.

RELEASE OF INFORMATION - If you are not claimed by your parents as a dependent for tax purposes and do not want your grades sent to them, you need to come by the Office of Campus Life to execute the necessary

forms. Likewise, if you do not want "Directory Information" released, you should come by the Office of Campus Life and execute the necessary forms.

If you do not wish any organization to which you belong, such as a fraternity or sorority, to have access to your grades, it is necessary for you to sign a statement to this effect in the Office of Campus Life.

If you need further information concerning the Family Educational Rights and Privacy Act, please feel free to come by the Office of Campus Life for assistance.

The University reserves the right to withhold grades and transcripts in cases of delinquent accounts.

ALCOHOLIC BEVERAGES

Stetson University is an educational institution dedicated to a strong academic program and to providing a caring community. The University strives to help its students become self-directed, responsible citizens. Thus, the University's alcohol policy is to assist in creating a campus environment where students have the opportunity to learn how to deal responsibly, both individually and socially, with alcoholic beverages.

Stetson University neither encourages nor condones the consumption of alcoholic beverages. Thus, members of the Stetson University community who are of legal drinking age and who choose to consume alcoholic beverages are expected to do so responsibly and in consideration of the consequences to self, others, and the community-at-large. The University recognizes, however, that many undergraduate students are below the legal drinking age and that there are serious health risks and behavioral problems associated with abuse of alcohol in the collegiate environment. Therefore, all members of the campus community are expected to recognize the potential for alcohol abuse and that such abuse is absolutely at variance with the mission of the University. The University has established educational programs and resources to complement the policies and guidelines related to the consumption of alcohol on campus. Persons who infringe upon the rights of others or who conduct themselves in an inappropriate manner which is caused by, or can be shown to be related to the consumption of alcohol, shall be held accountable for their actions, and subject to disciplinary and/or criminal action.

The regulations and practices governing the use of alcoholic beverages apply to all members of the Stetson University community. The primary responsibility for knowing and abiding by the provisions of the University's alcoholic beverage policy rests with each individual.

I. Legal Requirements Concerning the Use of Alcohol

Members of the Stetson University community are subject to the alcoholic beverage laws of the State of Florida and the City of DeLand, County of Volusia. Public intoxication (appearing in a public place under the influence of alcohol or any other substance to the degree that he/she may endanger her/himself or others) is prohibited.

A. Drinking Age Laws

- 1. Statute 562.11 (1a & 2) - Selling, giving, or serving alcoholic beverages to persons under age 21; misrepresenting or misstating age or age of another to induce**

licensee to serve alcoholic beverages to persons under 21; penalties.

It is unlawful for any person to sell, give, serve, or permit to be served alcoholic beverages to a person under 21 years of age or to permit a person under 21 years of age to consume said beverages on licensed premises.

Anyone convicted of a violation of the provisions is guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082, or s. 775.083. It is unlawful for any person to misrepresent or misstate his or her age or the age of any other person for the purpose of inducing any licensee or his agents or employees to sell, give, serve, or deliver any alcoholic beverages to a person under 21 years of age.

2. Statute 562.111 - Possession of alcoholic beverages by persons under age 21.

It is unlawful for any person under the age of 21 years to have in his or her possession alcoholic beverages. Convicted violators are guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

3. Statute 768.125 - Liability for injury or damage resulting from intoxication.

A person who sells or furnishes alcoholic beverages to a person of lawful drinking age shall not thereby become liable for injury or damage caused by or resulting from the intoxication of such person, except that a person who willfully and unlawfully sells or furnishes alcoholic beverages to a person who is not of lawful drinking age or who knowingly serves a person habitually addicted to the use of any or all alcoholic beverages may become liable for injury or damage caused by or resulting from the intoxication of such minor or person.

B. Open Container Laws

1. City Ordinance Sec. 3-15(c). Package store sales and congregation on premises by consumers.

It shall be unlawful for any person to consume and for any person to carry in any cup, can or any other open or unsealed container any alcoholic beverage on the streets, sidewalks, parks, and alleys within the city. The city manager, upon specific written request, may designate specific areas of city parks, times and dates where alcoholic beverages may be consumed.

2. City Ordinance Sec. 3-16 (1)&(3). Open containers in motor vehicles.

It is the policy of the City of DeLand that the consumption of alcoholic beverages while driving or riding in a motor vehicle is prohibited. No person shall drink from or have in his/her possession any open container con-

taining any alcoholic beverage or any mixture containing an alcoholic beverage while in or on a motor vehicle, whether moving or stopped upon any highway. Violators of these city ordinances may be subject to fine, imprisonment or both.

II. University Policy

- A. Stetson University prohibits the unlawful possession, use, or distribution of alcoholic beverages by students or employees on its campus.
- B. Stetson University permits persons of legal drinking age or older to possess and consume alcoholic beverages on its campus subject to all federal, state and local laws and subject to the guidelines for alcohol use which have been established by the University.
- C. No alcoholic beverages shall be sold on the Stetson University DeLand campus.
- D. The possession and consumption of alcoholic beverages shall be permitted in the following areas under the applicable guidelines referred to in Section II below:
 - 1. Private rooms of students of legal drinking age residing in University residential facilities where alcohol consumption is approved.
 - 2. Those approved common chapter areas of Greek houses under the applicable guidelines established by the University.
 - 3. Those areas of the campus that are designated for registered social functions approved by the Vice President for Campus Life.
 - 4. Alcoholic beverages shall not be possessed or consumed in any outdoor area of the campus nor in any classroom, laboratory, or office.
- E. Stetson University considers students to be adults who are personally responsible for conforming their behavior to state and local laws and to the university's alcohol policy and guidelines. The University respects students' privacy and autonomy, assumes that students will behave legally and responsibly, and will not use inappropriate means to verify compliance with the University's alcohol policy.
- F. When the University learns of violations of law or policy on its campus, however, specified sanctions will be imposed and recurring violations will be treated with appropriate seriousness.
- G. The University designates certain residential areas as alcohol-free and in those areas no alcohol possession or consumption is permitted.

- H. The University's Alcohol Policy Guidelines, including Residential Facilities Guidelines and Registered Student Social Functions Guidelines, shall govern the specific implementation of this policy. The Guidelines specify disciplinary action for violations of the alcohol policy and sanctions may include suspension or expulsion from the University.

III. Advertisement

No organization shall accept sponsorship or endorsement for a Social from a company that manufactures or distributes alcoholic beverages. Advertisement of Socials may not include any reference to the serving of alcoholic beverages.

IV. Disciplinary Action

Members of the Stetson University community found in violation of the alcohol policy are subject to the judicial process or disciplinary action as outlined in The Connections Handbook or current personnel policies and procedures.

- A. Students found in violation of the alcohol policy will be subject to all possible sanctions outlined in The Connections Handbook with one or more sanctions as indicated on pages 68-70 of this handbook.
- B. Organizations/Groups sponsoring Socials, involving alcohol, are responsible for abiding by and enforcing the guidelines outlined above. In the event that violation(s) of policy guidelines occur at a Social cosponsored by two or more organizations/groups, sanctions may be imposed on all sponsoring organizations.
 - 1. Possible sanctions for violations may include: monetary fines, loss of social privileges, social probation, a community service component, and a mandatory alcohol education program.
 - 2. Repeated violations may result in more severe sanctions including, but not limited to, revocation of an organization's charter.
- C. Faculty and staff violations shall result in appropriate action in accordance with current personnel policies and procedures.

ILLICIT DRUGS

Stetson University has a long-standing policy which prohibits possession, use or distribution of illicit drugs by students and employees on the campus.

Disciplinary proceedings against a student who violates the University policy on illicit drugs will be initiated in accordance with judicial proceedings as outlined in the Student Code of Conduct. When it has been determined that a student has violated this policy, a University judicial body may impose sanctions ranging from written warnings to expulsion from enrollment. Offenses may also be the subject of legal action by civil authorities.

In all cases, the University strives to educate students to the potential harmful effects of substance abuse and to counsel students who seek assistance for substance abuse impairment.

SOLICITATION, PUBLICITY AND POSTING

The University has adopted a solicitation, publicity and posting policy to establish a reasonable time, place and manner for campus solicitation.

SOLICITATION POLICY

Solicitation on campus is prohibited except by those who have been granted permission in writing from the Director of Student Life or the Vice President for Business and Finance.

Solicitation is defined as any promotion, advertisement or sale of products or service, by non-University individuals or commercial concerns, and by those University faculty, staff and students who are acting on their own behalf for personal financial gain. Solicitation includes advertising in approved locations on the campus and promotions or sales of products by persons as individuals or as representatives of a non-University business concern. Door to door solicitation is prohibited.

GUIDELINES/PROCEDURES

University Student Organizations

Student organizations desiring to conduct or sponsor solicitation on campus must complete a Solicitation Request/Registration Form available from the Office of Director of Student Life Secretary (Room 212 Carlton Union Building). This form must be received by the Office of Student Life at least seven (7) days before solicitation is scheduled to begin.

Student fund raising activities must be approved at least seven (7) working days in advance by the Office of Student Life. Guidelines for Fund Raising by Student Organizations may be obtained in the Office of Student Life (Room 212 Carlton Union Building).

The University reserves the right to withhold permission to solicit. Upon approval of the request, a written permit will be issued indicating the name of the student organization, the designated area in which solicitation shall occur, the product or service to be sold, the cost of the product or service offered, and the purpose for which the revenues are to be used. All solicitation and related activities shall be confined to the designated display space only; applicants agree to be respectful of and not intrude upon the rights of others during the course of the solicitation.

Other Organizations and Individuals

All persons not affiliated with the University and those persons affiliated with the University but acting on their own behalf desiring to conduct solicitation on the Stetson campus must request permission to do so. Non-University organizations and individuals must be sponsored by a University student organization, department, program or committee. Contact information regarding organizations which may sponsor Non-University solicitors will be made available by the Office of Student Life.

The request/registration procedure must be properly completed by the sponsoring student organization, University department or academic unit and approved by the appropriate University Office prior to non-University organizations or individuals setting up on campus, as follows:

1. Requests for approval to conduct solicitation in on-campus residential facilities and designated Carlton Union Building facilities shall be submitted to the Office of Director of Student Life (Room 212 Carlton Union Building) at least seven (7) business days in advance of the date on which solicitation is scheduled to begin.
2. Requests for approval to conduct solicitation in academic and administrative buildings shall be submitted to the Vice President for Business and Finance.

The University reserves the right to require appropriate credit references from non-University organizations or individuals. Further, the University reserves the right to withhold permission to solicit or to limit the scope and type of solicitation. Upon approval of the request, a written permit will be issued indicating the name of the sponsoring organization, department or academic unit and the non-University organization or individual, the designated area in which solicitation is to occur, the product or service to be sold or advertised, and the purpose for the solicitation activity.

Only after a permit has been issued by the respective University officer may solicitation begin. All applicable guidelines and procedures must be adhered to as outlined. The sponsoring organization, program or department shall be responsible for ensuring that the non-University group or individual is informed of and in compliance with University policies and guidelines at all times during the registered event.

PUBLICITY AND POSTING POLICY

In the interest of maintaining an environment that is consistent with the mission of the University, the University reserves the right to determine appropriate location and manner of all display materials including goods, posters, banners, backdrops, etc. The University has designated suitable areas in most buildings for the purpose of providing a place for groups and organizations to post their respective notices. The purpose of this set of procedures is to outline guidelines for the general posting and distribution of publicity material(s) as well as guidelines for the use of designated places on campus for the posting of said material(s).

Announcements of general interest to the student body of the University by recognized student organizations, University departments, programs or committees are the type of material(s) permitted. All other types of announcements will be removed. All display materials must be maintained in the designated display areas.

GUIDELINES FOR RECOGNIZED STUDENT ORGANIZATIONS

Publicity materials for campus events should not be posted or distributed until approval has been completed (see below for approval procedures). All announcements must indicate the name of the University student organization which is sponsoring the event.

Publicity material(s) must be posted on bulletin boards or other approved areas designated in this policy. Under no circumstances shall any publicity material be placed, written, or painted upon any surface (interior or exterior) including, but not limited to, building columns, trees or shrubs, poles, signs, doors, windows, walls, sidewalks or other campus structures.

Efforts must be made to avoid litter. Distribution by means of accosting individuals, hawking or shouting, is strictly prohibited.

All publicity material(s) of student organizations not covered by the specific guidelines set forth in this policy must be approved by the Office of Student Life at least two (2) weeks prior to beginning advertising for the event.

Violations of this policy constitute violations of University policy and will be addressed through appropriate disciplinary channels.

PROCEDURES

Materials distributed on campus by recognized student organizations must be approved by the Office of Student Life. At least one item within a set of posted materials will be kept on file in the Office of Student Life. Materials may be presented for approval for posting 9:00 a.m.-4:00 p.m., Monday-Friday, at the Office of Student Life in Room 212 Carlton Union Building.

Printed literature (flyers or posters) other than banners will be limited to a maximum dimension of (20"x25") unless otherwise authorized by the Office of Student Life.

All material will be assigned an expiration date. All posted literature is to be removed by the sponsor within 24 hours of the approved expiration. Materials not removed will become Stetson University property. Groups or individuals violating this policy may be charged the cost associated with removal of the publicity or any damage the publicity may have caused.

The following restrictions apply to the use of banners as publicity:

ALL banners must be approved by the Office of Student Life, Room 212 Carlton Union Building and may be posted only in approved locations. Approved locations include the Commons, the front of the CUB, and on the library wall. Some locations may be limited and may have additional restrictions. Banners must boldly display the name of the sponsoring student organization.

Additionally banners posted in the Commons must be: 1) limited to three (3) feet x six (6) feet; and 2) posted for no more than seven (7) consecutive days.

Chalking of sidewalks is permitted only by recognized University Organizations receiving prior approval from the Office of Student Life 72 hours prior to proposed action. Chalking may only take place in limited areas of the campus specified by the Office of Student Life.

Handouts may be distributed at meetings and events when the materials are those of the sponsoring organization. No person-to-person distribution of handouts in public places is allowed. Door-to-door solicitation is also prohibited.

The intra-campus mail facilities are only for official University business. Solicitations by non-university organizations and individuals shall not be conducted through these facilities. Mail pieces moving into the campus from the United States Postal Service shall not be governed by these provisions.

Non-University organizations or businesses are encouraged to solicit through "The Stetson Reporter" or through the mail moving into the campus from the United States Postal Service.

The University reserves the right to remove materials that are improperly posted or circulated. Noncompliance with these procedures will be referred to the Director of Student Life (or designee), and individuals and/or groups who violate these procedures may be subject to University disciplinary action.

DESIGNATED LOCATIONS FOR POSTING

Carlton Union Building

Up to ten posters per event may be posted in the Carlton Union Building at any given time by any single student organization. Posting may only occur on designated bulletin boards located in and around the Union Building. No posting is allowed on bare walls, columns, windows, doors, etc.

On-Campus Residential Facilities

All publicity material must be posted in the designated areas of each Residence Hall building. All publicity material(s) intended for Residential Facilities may be subject to approval by the Department of Residential Life. No posting is allowed on bare walls, windows, doors, etc.

Academic Buildings

All publicity must be posted in the designated areas of academic buildings. All publicity material(s) intended for academic buildings may be subject to approval by the appropriate academic dean. No posting is allowed on bare walls, windows, doors, etc.

SEXUAL HARASSMENT

Stetson University does not tolerate or condone any form of sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which:

- are aimed at coercing an unwilling person into a sexual relationship; or
- make submission to or rejection of such conduct the basis for employment or academic decisions affecting the individual; or
- unreasonably interfere with the individual's work or academic performance for work or learning by creating an intimidating hostile, or offensive environment for work or learning.

Acts of sexual harassment may include, but are not limited to:

- sexual battery
- requesting sexual favors accompanied by implied or overt threats concerning one's job, grade, letter of recommendation, etc.
- verbal harassment or abuse of a sexual nature
- physical contact such as patting, pinching, or unnecessary touching
- subtle pressure for sexual activity
- sexist remarks or gestures regarding a person's body, clothing or sexual activities

If you feel that you are being sexually harassed, you are encouraged to seek help. As a first step, contact either the Director of Student Judicial Affairs, or a member of the Sexual Harassment Grievance Council. Your discussion will be strictly confidential and does not commit you to further action. However, should you decide to pursue the matter, you may follow either an informal or formal procedure.

The informal procedure helps the victim communicate effectively with the harasser. The formal procedure deals with harassment which persists in spite of efforts to resolve the problem. **For more information consult the Sexual Harassment pamphlet available in most campus offices**

SEXUAL ASSAULT

Stetson University is committed to providing an educational atmosphere in which students can achieve their goals and maximum potential. When students experience sexual assault, their sense of safety and trust are violated which can seriously interfere with their lives and educational goals. Sexual assault is a serious, violent crime which is a flagrant violation of the University's standard of conduct. The University does not tolerate sexual assault, including acquaintance rape, in any form.

Sexual assault (rape) is non-consensual sexual intercourse involving force, manipulation or coercion. It is an act of aggression, violence, and power, and is a felony crime. The assailant can be either a stranger, relative, acquaintance, or date. Although usually a crime committed against women, rape can also happen to men.

Examples of sexual assault include, but are not limited to:

- having sexual intercourse with an unwilling person or using threats or physical force to obtain sexual favors; or
- having sexual intercourse with a person who is physically unconscious or asleep; or
- participating in a sex act with someone so under the influence of drugs or alcohol that they are unable to voluntarily consent to the activity.

Use of alcohol or drugs does not diminish the violation.

This policy also covers any other sex-related assault or offense including any form of sexual battery under the criminal statutes of the State of Florida.

Stetson University will pursue disciplinary action when there is reasonable cause to believe the University's regulations against sexual assault have been violated. Further, the University will give timely notification to the university community of a reported incidence of sexual assault. Other related behavior not specifically defined as sexual assault may also result in disciplinary action. Refer to Article II of the Student Code of Conduct for a general listing of prohibited conduct.

Reporting Procedures

The University encourages victim survivors (survivor) to report an attempted or completed sexual assault to the Department of Public Safety (from campus, dial ext. 7300). It is always the survivor's choice as to whether or not to report a sexual assault, but reporting an assault (or attempted assault) is extremely important for protection of the survivor and the community. Reporting an assault does not mean that the survivor must press criminal charges. However, it begins the process if the survivor decides to press charges later and ensures that the survivor receives counseling and guidance.

Others on campus to whom a survivor of sexual assault may go for assistance include the professional staff of the Counseling Center or Student Health Center and other Campus Life staff members. Once the Department of Public Safety

or a Campus Life staff member learns of a sexual assault, these offices will cooperate to provide the survivor with counseling and guidance.

In reporting a sexual assault, **the student survivor controls the process.** The University will: (1) encourage the survivor to receive crisis counseling and medical attention through the Rape Crisis Center; (2) encourage the survivor to report the incident to the local police and/or the Rape Victim Advocate in the State Attorney's Office; and (3) assist the survivor in receiving counseling and guidance through the Counseling Center.

The Department of Public Safety will, if requested, assist the survivor in notifying local police. If the survivor chooses not to report the incident to local law enforcement, the University must report the incident to the Rape Victim Advocate's Office in keeping with Federal legislation. The survivor will give the University the choice of providing his/her name to the Rape Victim Advocate's office. The University will not provide the survivor's name without the survivor's permission. The Victim Advocate can explain the system and give needed support so that the survivor is comfortable with whatever decision is ultimately reached.

Three important factors for the survivor to remember include: (1) it is critical for a police agency to be informed as soon as possible after the incident so that appropriate steps, such as gathering crucial evidence and information to prove criminal sexual assault, can be taken; (2) Florida State Law prohibits the publishing or broadcasting of information that would identify the victim (survivor) of a sexual offense; and (3) the survivor can decide at any point not to press criminal charges, even if already filed.

Disciplinary Action

Survivors have an option to request that the University initiate a University disciplinary proceeding against a student assailant. Although University disciplinary proceedings do not require that a police report be filed, doing so enables the survivor to consider the full range of responses. The University judicial process administered under the Director of Student Judicial Affairs shall take precedent over any other University committee process when incidents of sexual assault or sexual harassment are reported to the University.

Specific details concerning the disciplinary process are outlined in Article III: Judicial Policies of the Student Code of Conduct as published in the Campus Life Handbook. Disciplinary action against students committing sexual assault is administered by the Director of Student Judicial Affairs (822-7200). Persons found in violation of sexual assault in a University disciplinary proceeding are subject to disciplinary sanctions which may include suspension or expulsion from the University.

Survivors are under **no obligation** to pursue disciplinary action by contacting this office. The initial consultation will clarify the disciplinary process and explain the options available to the survivor, as well as review the incident. Crisis counselors or other support persons are welcomed and encouraged to accompany the survivor.

During disciplinary proceedings, the survivor and the accused are entitled to the same opportunity to have an advisor present. Further, the survivor will be afforded the opportunity to remain present throughout the disciplinary proceeding, to submit any oral or written statement concerning the incident, to have previous sexual history excluded from the hearing, and to ask questions during the

proceeding.

Upon the conclusion of the disciplinary proceeding, both the survivor and the accused shall be informed of the decision.

Options and Resources

Stetson University students who are sexually assaulted have a number of options as well as campus and community resources available to them. Options include assistance in contacting professors and work-study supervisors about absence, etc.; confidential counseling services and/or referral, as well as counseling and guidance for medical treatment; assistance with possible changes in on-campus residential housing assignment and academic class assignment if reasonably available; and assistance in disciplinary proceedings and/or reporting the incident to local police.

Resources include:

- | | | |
|----|---|----------|
| 1. | Department of Public Safety..... | 822-7300 |
| 2. | Director of Student Judicial Affairs..... | 822-7200 |
| 3. | Student Health Services..... | 822-8150 |
| 4. | University Counseling Center..... | 822-8900 |
| 5. | Rape Crisis Center (Daytona Beach)..... | 258-7273 |
| 6. | Rape Victim Advocate (State Attorney Office)..... | 239-7710 |
| 7. | DeLand Police Department..... | 734-1711 |

It is important to remind students that **SEEKING ASSISTANCE from any of these resources DOES NOT OBLIGATE SURVIVORS TO TAKE FURTHER ACTION.** However, whether or not a survivor desires to take further action, **medical assistance is essential.** A physical examination, by a physician of the survivor's choice, will take care of obvious and/or hidden injuries and provide opportunity for the survivor to discuss with a physician potential pregnancy or communicable disease concerns.

A number of University offices, departments and student organizations offer prevention services and/or programs designed to promote awareness of sexual assault and other sex offenses. Programs and services include crime prevention, Public Safety escort program, emergency telephone system, alcohol awareness, safety orientation for new students, health issues, and communication skills.

SMOKING

Medical evidence clearly shows that smoking is harmful to the health of smokers. Smoke from cigarettes, cigars, and pipes is also an irritant to many nonsmokers and can worsen allergic conditions. In sufficient concentrations secondhand smoke may be harmful to those with chronic heart or lung disease. New research indicates that long-term exposure to secondhand smoke may seriously threaten the health of nonsmokers.

In an effort to consider the needs and concerns of smokers and non-smokers alike and to provide a healthful working environment for every Stetson University student and employee, the following university smoking policy is in effect. All university students, employees and visitors are expected to comply with the smoking regulations detailed in this policy.

SMOKING-PROHIBITED AREAS

- Any area in which a fire or safety hazard exists.
- Common areas, including elevators, hallways, stairwells, lobbies, waiting rooms, copier rooms, mail rooms, auditoriums, reception areas, student service areas, employee lounges, and restrooms.
- Classrooms and conference rooms (a short smoking break may be provided during meetings lasting longer than one hour if requested).
- General open or public office areas.
- Computer and storage areas.
- All other locations not specifically discussed in the section below entitled "Other Areas."
- Residence Halls.

OTHER AREAS

- Private offices may be designated "smoking permitted" or "no smoking" by the occupant. However, the occupant should refrain from smoking when a nonsmoking student, employee or visitor is present.
- In areas where smokers and nonsmokers work together, supervisors should make a reasonable effort to separate smokers from nonsmokers. In doing so, supervisors should take into consideration air flow, ventilation, existing physical barriers that might be of help, and individual sensitivities of nonsmokers.
- Students and/or employees will refrain from smoking when in university vehicles with nonsmokers.

CONSENSUAL RELATIONS BETWEEN FACULTY AND STUDENTS

The Stetson University Faculty Senate has endorsed a statement on consensual relations which was adopted by the American Association of University Professors. The statement which follows was approved by Committee W on the status of Women in the Academic Profession, adopted as Association policy by the Council in June 1995, and endorsed by the Eighty-first Annual Meeting.

Sexual relations between students and faculty members with whom they also have an academic or evaluative relationship are fraught with the potential for exploitation. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in an academic or evaluation role, make voluntary consent by the student suspect. Even when both parties initially have consented, the development of a sexual relationship renders both the faculty member and the institution vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between faculty members and students.

In their relations with students, members of the faculty are expected to be aware of their professional responsibilities and avoid apparent or actual

conflict of interest, favoritism, or bias. When a sexual relationship exists, effective steps should be taken to ensure unbiased evaluation or supervision of the student.

Approved by the Stetson University Faculty Senate, December 11, 1995.

STUDENT EMPLOYMENT GRIEVANCE PROCEDURE

The University recognizes that problems involving Employer-Employee relations will arise at times. It is in the best interest of both the University and the student employee to resolve these matters as soon as possible and at the lowest possible level. In order to assure student employees that their employment problems will be given fair consideration, a means of review and appeal to higher levels of authority has been established.

NOTE: ANY STUDENT EMPLOYEE WHO FAILS TO FOLLOW THE GRIEVANCE PROCEDURES AS OUTLINED BELOW SHALL LOSE ANY RIGHT IN PURSUING THE GRIEVANCE AND THE GRIEVANCE WILL BE SUBJECTED TO DISMISSAL.

WHAT IS A GRIEVANCE?

A grievance is a complaint by an employee regarding the interpretation or application of University rules and regulations, working conditions, or alleged improper treatment, which has not been resolved satisfactorily, in an informal manner between the employee and the immediate supervisor. A grievance complaint must set forth a clear indication of unfairness resulting in harm or damage to the aggrieved person, arising out of management failures, working conditions, or employment relationships. The complaint must be concerning a matter within the control of the department head, and must state the relief sought. This relief must also be within the authority of the department head to grant, in whole or in part.

NOTE: A decision declining reemployment of a student after completion of an authorized period of employment is not classified as termination, therefore not subject to appeal.

GRIEVANCE PROCEDURE

a) The employee should first attempt to address the complaint or grievance informally by discussing it with the immediate supervisor. Although the University encourages the resolution of problems by informal discussion between employee and supervisor, the employee is free to discuss the complaint with the Student Employment Coordinator in the Department of Student Financial Planning. If deemed necessary the Student Employment Grievance Board may be consulted in an attempt to resolve the issue(s) in an informal manner. However, an informal discussion must be held with the immediate supervisor or the Student Employment Coordinator before a formal complaint may be filed.

b) If the matter is not adjusted to the employee's satisfaction through the informal discussion, the employee may proceed to the first step in the formal grievance procedure by presenting the grievance in writing to the immediate supervisor, describing the adjustment desired, within five (5) working days of its

occurrence. The supervisor will have five (5) working days in which to provide the employee a response in writing.

c) If the employee is not satisfied with the response from the supervisor, he or she may within five (5) working days of receiving a reply from the supervisor, present the grievance to the Department Head. Employees who work in the cafeteria should present the grievance to the Student Director if the problem is with one of the student managers. If the problem is with a Sodexo employee the grievance should be forwarded to the Student Employment Coordinator. If the student is working in a cash employment position, a copy of the grievance must be forwarded to the Provost or one of the three Vice Presidents: Vice President for Campus Life, Vice President for University Relations or the Vice President for Business and Finance. The department head will have five (5) days in which to respond in writing, with copies forwarded to all parties involved including the Student Employment Coordinator.

d) If the employee is not satisfied with the response from the Department Heads, he/she may appeal the decision to the Student Employment Grievance Board. The Student Employment Grievance Board will be appointed by and chaired by the Vice President for Campus Life or his/her designee. The chairperson is a nonvoting member. The board will consist of one student, one faculty member and one staff member. None of the appointees will be associated with the student presenting the grievance or the department in which the student is employed.

The Grievance Board must be appointed within five working days of the receipt of the latest appeal. The appeal shall be made in writing to the Vice President for Campus Life and must state the basis on which the appeal is being made. The Appellate Board may uphold, vacate or alter the decision of the Department Head. The Student Employment Grievance Board will provide a response in writing to the student employee with copies forwarded to all parties involved.

e) The decision of the Student Employment Grievance Board will be final.

POLICY REGARDING HIV/ACQUIRED IMMUNE DEFICIENCY SYNDROME AND RELATED CONDITIONS AMONG STUDENTS

Stetson University recognizes that Acquired Immunodeficiency Syndrome (AIDS) and related conditions are life-threatening illnesses. Stetson University is committed, in all aspects of the administration of its educational process, to the protection of the comparative rights of individuals with life-threatening illnesses, including but not limited to, cancer, heart disease, and AIDS. The University realizes that individuals affected with life-threatening illnesses may wish to continue to engage in as many of their normal activities as their individual situations allow. Provided students with AIDS, or related conditions, are able to meet acceptable academic performance and/or attendance standards required of all students and medical evidence continues to indicate that their condition and actions pose no direct threat to the health and safety of themselves or others, the University will treat these students as it does other students with other disabilities.

Stetson University will not discriminate against an otherwise qualified individual by failing or refusing to enroll or expelling any student, segregating or classifying any student in any way which would deprive that individual of educational opportunities or adversely affect his/her status as a student, or otherwise discriminate against any individual with respect to the terms, conditions, or privileges of student status on the basis of knowledge or belief that the individual is, or is regarded as being, infected with human immunodeficiency virus (HIV), or has a relationship with an infected individual, unless the absence of HIV infection is a bona fide educational qualification.

The Surgeon General has stated that AIDS is not contracted by casual contact, but only through sexual contact or blood-to-blood contact. Therefore, affected student will be permitted to continue their education until their medical condition prevents them from pursuing their educational responsibility within acceptable performance and attendance standards. The University further recognizes that each identified incidence of Acquired Immune Deficiency Syndrome, AIDS-Related Complex, or positive HIV antibody test, and any resulting decisions affecting an individual's status as a student, must be evaluated on a case-by-case basis. The University's general policies and procedures related to HIV/AIDS, and its response to individual cases of the disease, or a positive HIV test, shall generally be based upon current medical evidence and advice, including the recommendations of the American College Health Association's Task Force on AIDS, the guidelines suggested by the Centers for Disease Control and the Public Health Service, the Department of Health and Rehabilitative Services, and the Governor's Task Force on AIDS.

The University's general student policy on HIV/AIDS will be coordinated by the HIV/AIDS Advisory Group, to be appointed by, and to report to the Provost. Membership of the Advisory Group shall include:

Vice President for Campus Life (Chair)
Director of Student Health Services
Assistant Director of Student Health Services
Faculty Member (selected by the Faculty Senate)
Director of Counseling Center
Director of Residential Life

The following general policies and procedures shall apply to the Committee's response to AIDS-related conditions within the University student community.

- 1) The University recognizes a program of education and communication as vital in the response of the University community to AIDS-related situations and other life-threatening illnesses, and to the exercise of some element of control over the spread of such communicable diseases. The University strives to educate members of the University's student community, with respect to modes of transmission of the disease, precautions and preventative measures as to both affected and non-affected students, and the personal responsibility of individuals with confirmed HIV antibody tests to prevent the spread of the disease within the Uni-

versity community. Specific responsibility for the dissemination of information to the student community about the transmissibility of the disease and precautions shall be delegated to the Vice President for Campus Life.

- 2) Safety and health are mutual concerns for both the University and its students. Reasonable precautions will be taken by the University to ensure that such HIV infected students do not present a health or safety threat to themselves or others, and the University encourages all students to follow general safety and health rules, attend safety or health-issue meetings, and take precautions in any situation where transmission of body fluids may take place.
- 3) To the extent that University students who have medically diagnosed cases of AIDS, or a positive HIV antibody test fall within the parameters of the Americans With Disabilities Act, the Rehabilitation Act of 1973, sections 503 and 504, and regulations promulgated pursuant thereto, or Florida Statutes, Chapter 760, or other federal or state statutes governing nondiscrimination on the basis of disability, the University will take steps to prohibit it so it does not impose an undue hardship upon the University, for individuals infected, or regarded as being infected with AIDS, including programs of admission, courses of study, counseling, employment opportunities, transportation, health care, housing and financial assistance.
- 4) The HIV/AIDS status of prospective students will not be sought or considered in the pre-admission or admission process of the University.
- 5) Decisions concerning limitations upon a student's participation in the educational programs of the University, including participation in individual courses of study, housing, or nonacademic services, shall be made on a case-by-case basis. Any actions affecting the educational opportunity of an affected student shall be based on a good faith determination that the individual's condition substantially interferes with his or her ability to meet acceptable academic performance and/or attendance standards, cannot be reasonably accommodated without imposing an undue hardship for the University, or causes a direct threat to the health and safety of self or others. Any individual's situation determined by the University to pose a direct threat to the health and safety of others shall be handled, insofar as appropriate, in consultation with appropriate health officers.
- 6) As required by law, the University shall make reasonable efforts to accommodate the special needs of students with HIV/AIDS, unless the University can show that such accommodation poses undue hardship on the University. Such accommodation includes the designation of the Assistant Director of the Student Health Service as a counselor especially trained in HIV/AIDS issues who serves as a coordinator for advisement, counseling and referrals with regard to the disease.

- 7) In accordance with existing University procedures, the medical records of students shall be treated as confidential, and such information, including specific information regarding the diagnosis of AIDS, or a positive HIV antibody test, shall not be released, without the written consent of the affected individual, except as otherwise provided by law. Such confidentiality shall attach to all contact between an affected individual and the University's counselors especially trained in AIDS issues or University physicians or other health care providers, subject to the provision of applicable law regarding disclosure to prevent the spread of disease, including disease reporting statutes.
- 8) No final action denying the admission to, or participation in a program of the University, of a student infected, or believed to be infected with human immunodeficiency virus, shall be taken without prior referral to and recommendation of the HIV/AIDS Advisory Group. The HIV/AIDS Advisory Group serves as the final authority in such matters.

STUDENT CODE OF CONDUCT

PREAMBLE

Stetson University endeavors to provide a living and learning environment in which students can meet their academic goals. The University has the responsibility of providing students a clear understanding of the academic requirements and policies which are generally published in the University Bulletin and The Campus Life Handbook. As a community, the University is dedicated to both personal and academic excellence. Therefore, choosing to join the Stetson University community obligates each member to a code of civilized behavior.

The University determines, publishes and makes known its rules and regulations concerning student conduct. In addition, the University has the right to determine when its rules are violated and to determine the appropriate course of action. The purpose of this handbook is to present the University's rules and regulations that govern student conduct and student activities. These regulations should be read broadly and are not designed to define prohibited conduct in exhaustive terms.

By enrolling in Stetson University, the student accepts the responsibility to become fully acquainted with the University's regulations, to comply with the University's authority, to respect the rights and property of others, and to recognize that student actions reflect upon the students involved as well as upon the entire University community. The University reserves the right to take appropriate disciplinary action for any conduct which reasonably interrupts and/or infringes upon orderly life in the University community or infringes on the rights of others. Students shall be afforded all opportunities for fairness in disciplinary proceedings. However, the University reserves the right to withdraw a student at any time for any reason deemed sufficient by the University.

ARTICLE I: Definitions

When used in this code:

1. the term "University" means Stetson University.
2. the term "student" includes all persons taking courses at the University, both full-time and part-time, pursuing undergraduate, graduate, or professional studies and those who attend post-secondary educational institutions other than Stetson University and who reside in University residence halls. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the University are considered "students".
3. the term "University official" includes any person employed by the University, performing assigned administrative or professional responsibilities (including head residents and resident advisors and fraternity/sorority counselors).
4. the term "faculty member" means any person hired by the University to conduct classroom activities.
5. the term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
6. the term "organization" means any number of persons who have complied with the formal requirements for University recognition.
7. the term "University-sponsored activity" means any activity on or off campus that is initiated, aided, authorized or supervised by the University.
8. the term "judicial body" means any person or persons authorized by the Vice President for Campus Life to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
9. the term "Student Judicial Officer" means a University official authorized on a case-by-case basis by the Vice President for Campus Life to impose sanctions upon students found to have violated the Student Code. The Vice President for Campus Life may authorize a judicial officer to serve simultaneously as a judicial officer and the sole member or one of the members of a judicial body. Nothing shall prevent the Vice President for Campus Life from authorizing the same judicial officer to impose sanctions in all cases.
10. the term "Appellate Board" means any person or persons authorized by the Vice President for Campus Life to consider an appeal from a judicial body's determination that a student has violated the Student Code or from the sanctions imposed by the Student Judicial Officer.
11. the term "shall" is used in the imperative sense.
12. the term "may" is used in the permissive sense.
13. the Vice President for Campus Life is that person designated by the University President to be responsible for the administration of the Student Code.
14. the term "policy" is defined as the written regulations of the University

- as found in, but not limited to, the Campus Life Handbook, the Residential Life Guidebook, and the Graduate/Undergraduate Catalogs.
15. the term "cheating" includes, but is not limited to; (1) the use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff. (See Academic Honesty Policy)
16. the term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgments. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. (See Academic Honesty Policy)

ARTICLE II: Proscribed Conduct

A. Jurisdiction of the University

Generally, University jurisdiction and discipline shall be limited to conduct which occurs on University premises or which adversely affects the University community and/or the pursuit of its objectives. The University may review and/or take action against any student for off-campus conduct as outlined under Section B.

B. Off-Campus Conduct

1. The University may choose to initiate the disciplinary process against a student:
 - a. if a student is charged with an off-campus conduct violation of federal, state, or local laws; or
 - b. when a student's behavior off-campus interferes with the rights of others, reflects adversely on the University, or results in a criminal conviction; the circumstances of the case shall be reviewed by the Vice-President for Campus Life or his/her designee to determine whether the student may be subject to disciplinary action and/or determine the status of the student. The University will take disciplinary action against a student for an off-campus violation when the nature of the violation is such that, in the judgment of the Vice President for Campus Life, or his/her designee, the violation may demonstrate disregard for the University community and/or is likely to disrupt or interfere with the normal operation of the University.

C. Conduct - Rules and Regulations

University regulations are set forth in writing in order to give students general notice of prohibited conduct. The list is not designed to be all-inclusive but should serve as examples of prohibited conduct and, thus, be broadly read. Any student found to have committed conduct prohibited by the University is subject to the disciplinary sanctions outlined in Article III:

1. **Respect for the Law** - Stetson University students are expected to be good citizens of the community. Regulations of the University, state of Florida, and the United States apply to all students. This includes, but is not limited to:
 - a. Students/organizations must comply with all public laws.
 - b. Students/organizations must adhere to all laws and University regulations governing the purchase, use, sale, furnishing, possession or consumption of alcoholic beverages. Florida state law prohibits the possession, use or distribution of alcohol to any individual under 21 years of age. Residents age 21 or older are permitted to possess or consume wine, beer and wine coolers only as in accordance with the University guidelines contained in the University alcohol policy.
 - c. Unlawful manufacturing, possessing, having under control, selling, transmitting, using or being a party thereto of any dangerous drug, controlled substance or drug paraphernalia on University premises or at University sponsored activities is also prohibited.
 - d. Firearms, fireworks, chemicals of or explosive nature, explosives or explosive devices, or weapons shall not be maintained on the University campus except as may be specifically authorized by the Chief of Public Safety. The term "weapon" includes any object or substance designed to inflict a wound, cause injury or incapacitate and may include, but are not limited to, all firearms, pellets/BB guns, home-manufactured cannons, bow and arrows, slingshots, martial arts devices, switchblade knives or knives with a blade four inches or longer, and clubs.
 - e. Students/organizations must refrain from disorderly conduct. Specifically, behavior which disrupts the academic, administrative or residential community, infringes on the rights of others in the community or disrupts the generally accepted sense of public decency and morals within the community.
 - f. Students/organizations must refrain from tampering with fire safety equipment such as extinguishers, smoke detectors, alarm pull stations or emergency exits. Tampering with any equipment or fixtures used for the purpose of fire, health, or building safety is prohibited.
2. **Respect for others** - students are expected to act with regard for the well being of others, to be civil and to cause no harm to others.
 - a. Students/organizations shall not endanger the safety, health, or life of others. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens any person is prohibited.
 - b. Attempting, aiding, abetting, conspiring, hiring or being an accessory to any act prohibited by this code shall be considered to the same extent as completed violations.
 - c. Violation of federal, state or local laws on University premises or at University sponsored or supervised activities may be adjudicated under the University Code of Conduct.

- d. Students/organizations must show respect for employees of the University (employees include Resident Life and Student Life staff) and avoid all forms of harassment or interference with the performance of their duties.
- e. Students/organizations shall comply with the proper and lawful directions of University officials acting in the performance of their duties, failure to present identification and/or identify oneself when requested to do so is a violation of this standard.
- f. Students/organizations who engage in hazing activities will be adjudicated. Examples include, but are not limited to: physical abuse, moral indignity, sleep deprivation, forced exclusion from social contact, nudity, destruction or removal of public/private property.
- g. Students/organizations shall not exhibit conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on the University premises or at functions sponsored by, or participated in by the University. Examples of such conduct include, but are not limited to: abuse, nuisance or obscene telephone calls, excessive noise, exhibitionism, and fighting.

3. **Respect for Personal and Academic Integrity-** Stetson University is an academic community. The value of Stetson University's education is determined in part by the quality and character of Stetson University students and graduates. Therefore, students/organizations are expected to uphold personal and academic integrity.

- a. Students/organizations shall refrain from all acts of dishonesty, including but not limited to: cheating, plagiarism, and other forms of academic dishonesty.
- b. Students shall refrain from furnishing false information to any University official, faculty member or office.
- c. Students/organizations shall refrain from forgery, alteration or misuse of any University document, record, or instrument of identification. This includes the falsification of any official time sheet or record of employment by any student either employed by the University or working in a position on University property.
- d. Students shall be required to obtain an official student identification card within one week of enrollment at the University. Students are required to carry their student identification card with them at all times, and present it when requested to any University official who makes such a request while in the performance of their duties. The altering of, or misuse of a student identification card is prohibited. Students must surrender their student identification card to the Director of Judicial Affairs upon their withdrawal from the University.

4. **Respect for Property-** Students/organizations must respect the property of others and take reasonable care when using University or personal property.

- a. Attempted or actual theft of and/or damage to property of the

University community or other personal or public property is prohibited. This includes theft of services on University premises and knowingly possessing stolen property.

- b. Unauthorized entry into any University facility, or portion thereof, or unauthorized use or abuse of any University building, facility or premise. Students are not permitted on the roofs of any building at anytime. The unauthorized possession, duplication or use of any key which fits any University facility is prohibited.
- c. Theft or abuse of computer time or network services including, but not limited to: (1) unauthorized entry into a file, to use, read, or change the contents, or for any other purposes; (2) unauthorized transfer of a file; (3) unauthorized use of another individual's identification and password; (4) use of computing facilities to interfere with the work of another student, staff or faculty member; (5) use of computing facilities to send obscene or abusive messages; (6) use of computing facilities to interfere with normal operations of Stetson's computing systems; (7) use of net working facilities that is not in compliance with the policies established by the Center for Information Technology.
- d. Students/organizations who violate published University policies, regulations, or rules will be adjudicated. Such regulations include, but are not limited to: residential housing agreements and policies, and regulations relating to parking and traffic.

5. **Respect for the Judicial System** - students/organizations shall be afforded all opportunities for fairness in disciplinary proceedings. However, students/organizations shall not abuse the judicial system. The following are examples of violations of this principle:

- a. Failure to obey the summons of a judicial body or University official.
- b. Falsification, distortion, or misrepresentation of information before a judicial body.
- c. Disruption or interference with the orderly conduct of a judicial proceeding.
- d. Institution of a judicial proceeding knowingly without cause.
- e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
- f. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
- g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
- h. Failure to comply with the sanction (s) imposed under the Student Code.
- i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

ARTICLE III: Judicial Policies

A. **Judicial Authority**

1. The Director of Student Judicial Affairs shall determine the composition of the judicial bodies and determine which judicial body shall be authorized to hear each case.
2. The Student Judicial Officer shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings which are not inconsistent with provisions of the Student Code.
3. Decisions made and sanctions imposed by a judicial body and/or Student Judicial Officer shall be final pending the normal appeal process.
4. A judicial body may be designated as arbitrator of disputes within the student community in cases which do not involve a violation of the Student Code. All parties must agree to arbitration, and to be bound by the decision with no right of appeal.

B. **Adjudication Process**

1. A student who is alleged to have violated the Student Code shall have the matter adjudicated by either an administrative hearing or a hearing by the Student Judicial Council. Administrative hearings are usually conducted by the Student Judicial Officer, but the Student Judicial Officer may constitute a hearing board of three persons; one faculty member, one staff member and one student to hear certain cases.
2. Under certain circumstances a student may be required to have an administrative hearing. Such circumstances include, but are not limited to, the following: when the alleged violation involves a sensitive personal or academic issue, (such as cases of sexual misconduct) during finals week, between semesters, and in the summer when the Student Judicial Council is not in session.
3. Generally, violations of University residential housing policies are referred to the appropriate Residential Life/Student Life staff members, but may be adjudicated by the Director of Student Judicial Affairs.
4. Violations of University regulations by officially recognized student organizations are handled by the Director of Student Life.

C. **Charges and Hearings**

1. Any student, staff member, or faculty member may submit to the Student Judicial Officer charges against any student for misconduct. Such charges shall be submitted, in writing, to the Student Judicial Officer as soon as possible after the incident takes place.
2. The Student Judicial Officer shall make every effort to have alleged student misconduct matters considered as expeditiously as possible in order to remove any question of a student's continuance at the University.
 - a. The Student Judicial officer will secure all available

information concerning the alleged misconduct to determine if the charges have merit. If charges can be resolved administratively by mutual consent of the parties involved on a basis acceptable to the Student Judicial Officer, such disposition shall be final and there shall be no subsequent proceedings.

- b. If the student withdraws from the University before the matter is resolved, reentry shall not occur until the matter is resolved.
3. The Student Judicial Officer shall present all charges in writing to the accused student and shall inform the student to contact him/her to schedule a hearing within three (3) but not more than five (5) business days after the student has been notified of the charges. Notification will be attempted to either an on-campus residence address, or to the last address provided by the student to the University. It is incumbent upon the student to notify the University in the event of a change in his/her new address. If the student fails to appear for a hearing and the Student Judicial Officer has, in good faith, exhausted all reasonable efforts to schedule a hearing, the Student Judicial Officer, on the basis of the information available, may make a determination of a violation of the Student Code and may impose a sanction for such violation. This decision shall be accomplished in writing to the student.
4. Hearings shall be conducted by a judicial body according to the following guidelines:
 - a. Hearings on alleged violation(s) of the Student Code shall be private.
 - b. Admission of any person to the hearing shall be at the discretion of the judicial body and/or the Student Judicial Officer.
 - c. In hearings involving more than one accused student, the chairperson of the judicial body, at his/her discretion, may permit the hearings concerning each student to be conducted separately.
 - d. The complainant, the accused student and the judicial body shall have the privilege of presenting witnesses at the hearing subject to cross questions by the judicial body. Witnesses shall be present in a hearing only during the offerings of their information.
 - e. All procedural questions are subject to the final decision of the chairperson of the judicial body.
 - f. The student shall be informed that the hearing is for the purpose of discussing the charges of alleged violations(s) of the Student Code. Further, the student shall be afforded the privilege to have an advisor present who does not appear as a witness during a hearing. In cases where one student is bringing charges against another student, both students are af-

forded the privilege to have an advisor present. While students are permitted to select an advisor of their choice, parents and attorneys are not permitted to be advisors unless special permission is granted by the Student Judicial Officer. Advisors are not permitted to speak or to participate directly in any hearing before a judicial body. A student may seek assistance from an advisor in answering questions put forward to the student during the hearing. The student shall also be :

- (1) afforded the privilege to remain silent and not have that silence an inference of a violation;
- (2) informed that any oral or written statements that the student may make pertaining to the alleged violation may be presented in any subsequent proceedings;
- (3) afforded the privilege to prepare a written statement concerning the alleged violation;
- (4) informed that the academic, behavior, and co-curricular activities record may be presented as a part of any subsequent proceeding;
- (5) presumed not in violation until a violation is determined;
- (6) afforded the opportunity to review all evidence against him/her in any subsequent proceeding;
- (7) students may obtain from the Student Judicial Officer, incident reports and other materials upon which the misconduct charge is based by requesting such materials in writing at least 48 hours preceding the established time for disciplinary hearing. The University does not assume responsibility to make available these materials in advance of the hearing unless they have been formally requested in writing. The University shall make every effort to provide materials, once requested, as soon as possible, but in no case later than 24 hours prior to the hearing.
- (8) afforded the privilege to appeal a decision by the judicial body to an Appellate Board (see Article V: Appeals).

g. After the hearing, the judicial body shall determine (by majority vote if the judicial body consists of more than one person) whether the student has violated each section of the Student Code which the student is charged with violating.

- (1) The judicial body's determination shall be

- made on the basis of whether it is more likely than not that the accused student violated the Student Code. The findings shall be made by an examination of the evidence and statements offered by the student in the hearing.
- (2) If the student is found to have violated the Student Code, the judicial body shall recommend to the Student Judicial Officer, sanctions to be imposed. A letter outlining the judicial decision and any applicable sanctions will also be mailed to the student.
 - (3) A student's prior record (legal or disciplinary) shall not be used to determine or substantiate an alleged violation of the Student Code. However, a prior record may be considered in determining appropriate sanctions when the judicial body has determined a violation occurred.

D. Sanctions

1. The following sanctions are among those which may be imposed upon any student determined to have violated the Student Code:
 - a. **Warning.** A written notice that the student's behavior violated University regulations.
 - b. **Reprimand.** A letter of disapproval for violation of University regulations that reflects unfavorably on the student or the University.
 - c. **Disciplinary Probation** - An encumbrance on the student's good standing at the University. Any subsequent violation of University regulations during probation period may result in separation from the University. A fixed term of probation not less than one semester in length may be specified. If no additional violation of University regulations occur, the student is returned to good standing at the conclusion of the probationary period. A student on disciplinary probation is deemed "not in good standing" for a period of time with the University and normally the student will:
 - (1) Forfeit the privilege to represent the University in any intercollegiate event, competition, or other manner;
 - (2) Forfeit the privilege of holding an office in any student organization recognized by the University or of any elected or appointed student office or University community assignment; and as appropriate,
 - d. **Restriction.** Denial of specific privileges for a definite period of time but without the additional stipulations contained in probation. Restrictions will be clearly defined.

- e. **Fines.** Previously established and appropriate fines may be imposed.
- f. **Restitution.** Compensation for damage, loss, theft, or injury. The judicial body shall set the amount and form of restitution which shall not exceed the fair amount of damage, loss, theft, or injury incurred.
- g. **Discretionary Sanctions.** Such sanctions include, but are not limited to, work assignments, service to the University/Community or other educational requirements directly related to the violation. The provision will be clearly defined.
- h. **Residential Probation.** A strong statement of disapproval for violation of residential housing policies and/or University regulations. Imposed for a specified period of time, residential probation includes the probability of more severe disciplinary sanctions, including removal from University housing, if the student is found in violation during the probationary period.
- i. **University On-Campus Housing Suspension.** Removal from University on-campus residential facilities (residence hall, fraternity or sorority house, or auxiliary unit) for a definite period of time. Conditions for return to housing may be specified. Students suspended from University on-campus residential facilities are not permitted to visit any residential facility during the period of their suspension.
- j. **Suspension.** Termination of the student's enrollment and exclusion of the student from the University for a specified period of time. During suspension, the student shall not be permitted to enroll in any courses offered by the University, either in residence or by correspondence, nor shall credit be given by the University for academic work taken at another institution, or be permitted to enter any University facility, or be on the property of the University, during the term of their suspension. Conditions for readmission may be specified.
- k. **Expulsion.** Termination of the student's enrollment and exclusion of the student from the University for an indefinite period of time, which in no instance shall be less than two calendar years from the date of the imposition of this sanction. Students expelled from the University are not permitted to enter any University facility, or be on the property of the University. Violators of this sanctions could be subject to arrest for trespassing. This sanction includes the same restrictions listed in Article III (D)(1)(j): Suspension.
- l. **Enrollment Block.** A letter stating that the student may not reenter Stetson University without prior approval through the Director of Student Judicial

Affairs when enrollment has been blocked for a previous disciplinary matter or medical reason.

2. More than one of the sanctions listed above may be imposed for any single violation.
3. In each case in which a judicial body determines that a student has violated the Student Code, the sanction(s) shall be imposed by the Student Judicial Officer. In cases in which persons other than or in addition to the Student Judicial Officer have been authorized to serve as the judicial body, the sanctions shall be recommended to the Student Judicial Officer by the judicial body. The Student Judicial Officer will utilize the judicial body's recommendation in determining appropriate sanctions.

E. Interim Suspension

In certain circumstances, the Vice President for Campus Life, or designee, may impose a University or on-campus housing suspension prior to the hearing before a judicial body.

1. Interim suspension may be imposed only: (a) to ensure the safety and well-being of members of the University; (b) to ensure the student's own physical or emotional safety and well-being; or (c) if the student poses a definite threat of disruption of or interference with the normal operations of the University.
2. During interim suspension, the student shall be denied access to on-campus housing and/or the campus (including classes) and/or all other University activities or privileges for which the Campus Life or the Student Judicial Officer may determine to be appropriate.

F. Departure From Campus Following Suspension or Expulsion and Request for Reinstatement.

1. Any student who has been required to withdraw from the University for disciplinary or medical reasons shall leave the premises immediately after being notified unless permission to remain longer is obtained from the Director of Student Judicial Affairs or the Vice President for Campus Life.
2. Any student required to withdraw from the University for disciplinary reasons and who desires to be readmitted shall present his/her request in writing to the Director of Student Judicial Affairs at least three (3) weeks prior to the beginning of the semester for which readmission is being requested.
 - a. The status of any student resuming studies at the University after suspension or expulsion for disciplinary reasons shall be that of Probation (Article III, Section D, paragraph 1(c)) for the first semester of reenrollment.
3. Any student required to withdraw from the University for medical reasons and who desires to be readmitting shall follow reenrollment procedures obtained from the Director of Student Judicial Affairs.
4. After obtaining clearance for readmission, students must comply with deadlines and/or requirements of the University

- Bulletin in effect at the time of their reenter.
5. Any on-campus residential student who is required to withdraw from the University for judicial reasons shall not be eligible for a refund of residential charges and/or fees in accordance with their Housing Agreement.

ARTICLE IV: Student Judicial Council

- A. A quorum of the Student Judicial Council (Council) to hear any case shall be two-thirds (2/3) of its voting members. Voting members are defined as all members not on leave of absence and not ineligible to vote because of their appearance as a witness or because of a conflict of interest.
- B. The Council shall not be obligated to hear cases ready for adjudication in the last week of classes, before final examinations of an academic term, or during the summer. In such instances, the Student Judicial Officer shall have authority to hear all cases.
- C. The proceedings of the council hearings shall be recorded electronically, and the recording maintained by the Student Judicial Officer.

ARTICLE V: Appeals

- A. A decision reached by the judicial body or a sanction imposed by the Student Judicial Officer may be appealed by accused students to a University Appellate Board within seven (7) calendar days of delivery of the decision.
 1. Appeal requests shall be in writing and shall be delivered to the Vice President for Campus Life or his/her designee.
 2. In appealing a judicial decision, said appeal must fall into one of the following categories:
 - a) The student has new evidence available that was not available prior to the original hearing.
 - b) The judicial process as outlined in this publication was not adhered to during the student's original hearing.
 - c) The sanctions are not appropriate to the violation for which the student has been found responsible.
- B. Upon receipt of the appeal request, the Vice President for Campus Life or his/her designee shall evaluate the request and decide whether an appeal will be granted. If an appeal is granted, the appeal will be considered by the University Appellate Board. The Board includes the Vice President for Campus Life or his/her designee as chair, two faculty members, one Student Judicial Council member, and one University staff member.
 1. A time and place for the appeal hearing shall be set as soon as practicable. If the Board is unable to meet during the semester in which the alleged offense occurred, the appeal hearing shall take place no later than the fifth class day of the next semester.
 2. The Board may elect to decide the appeal based solely on information contained in the written appeal and the record of the previous judicial proceeding. However, the Board may elect to

- include a conference with the parties in the case.
3. The burden of proof in an appeal shall be upon the accused student to prove his/her case by a preponderance of the evidence or information.
- C. Immediately after hearing an appeal, the Board will deliberate. Upon conclusion of its deliberation, the Board shall inform the student of its decision. A formal letter outlining the decision shall be sent by the chair of the Board to the student and all parties indicated on the original disciplinary sanction letter.
1. The Board may either:
 - a. Affirm the original decision; or
 - b. Modify the original decision, reverse the decision or dismiss the charges; or
 - c. Alter the sanctions.
 2. The decision of the Board shall be the final appeal authority for the University for all cases of a disciplinary nature.

ARTICLE VI: Standard of Evidence

- A. The standard of evidence used in disciplinary decision making shall be that of a preponderance of the evidence or information presented (it is "more likely than not" that the accused student violated the Student Code).
- B. The admissibility of evidence or information presented for consideration to a judicial body may be at the discretion of the chairperson and/or the Student Judicial Officer.

ARTICLE VII: Disciplinary Files and Records

- A. Case referrals may result in the development of a disciplinary file in the name of the accused student. Other than University suspension or expulsion, disciplinary sanctions shall not be made part of the student's academic record, but shall become part of the student's confidential record.
1. Records of judicial proceedings for students found to have violated the Student Code shall be retained as a disciplinary record by the Student Judicial Officer in the office of the Director of Student Judicial Affairs for six years from the date of the sanction or four years after the student's graduation from the University, whichever comes first. Records shall be kept in a secured file and subject to limited access by the chairperson of a judicial body and/or the Student Judicial Officer and the Vice President for Campus Life.
 - a. Any accused student may request that the hearing proceedings before a judicial body be recorded electronically. The recording shall be the property of the University. The student may request a transcription copy of the proceedings (provided at a minimal cost) and such request shall be made in writing to the Stu-

dent Judicial Officer. Electronic recordings of the proceedings will be maintained and available until the Appeal time period has been exhausted; at that time the electronic recordings of the proceedings will be removed from the record.

- b. Students may request either access to, or copies of their judicial records. Such request should be made in writing to the office of the Director of Student Judicial Affairs. Students will only be granted access to written reports and sanction letters contained in their judicial file.

- 2. In all such cases where the accused student is found not in violation of the Student Code, such finding shall be clearly noted in the records and removed from the student's file.

B. Disciplinary records may be retained for longer periods of time or permanently if a student was suspended, expelled or blocked from reenrollment, and in situations that may result in future litigation.

- 1. Disciplinary records may be destroyed by the Vice President for Campus Life or his/her designee for good cause of disciplinary actions other than suspension, expulsion or enrollment block, upon written request by the student to the Student Judicial Officer.
- 2. Factors to be considered in review of such petitions shall include:
 - a. the nature of the violation(s) and the severity of any damage, loss, theft or injury;
 - b. the student's compliance with the University's disciplinary sanction(s); and/or
 - c. the student's present demeanor and conduct subsequent to the violation.



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| 10 | 11 | 12 | 13 |
| 17 | 18 | 19 | 20 |
| <div>24</div> <div> Residence Halls open for returning students - Noon Honors Program: New Student Lunch, 204-5 - Noon Risqué Business, Social Issues Facing College 3pm </div> | <div>25</div> <div> Validation or Registration: Returning Students, SR 8am-1pm Music Ensemble Auditions 10am Meeting: New Students w/ Faculty Advisors 1:30pm Multicultural Student Affairs Social 5pm Legacy Reception 6pm </div> | <div>26</div> <div> Validation or Registration: New Students, SR 8am-1pm Music Ensemble Auditions 9am-9am Mandatory Meeting: Student Athletes 1pm Into the Streets: Stepping Out (Service Learning) 1pm </div> | <div>27</div> <div> CLASSES BEGIN Trent Graphics Poster Sale, CUB Portico 10am-3pm </div> |
| <div>Wesley House: Celebrate Life 7pm</div> <div>CCM Mass, NL 8:45pm</div> <div>31</div> | <div>UCLIP THEME:</div> | | |

| Thursday | Friday | Saturday |
|--|---|--|
| | 1 | 2 |
| 5 | 8 | 9 |
| New Heights | | |
| 14 | 15 | 16 |
| 21 | 22 | 23 Residence Hall Open for new students only 8am - 4pm New Student Orientation begins 8am - 5pm CONVOCATION/President's Welcome, EHA 5pm Commons open for new students only 11 am Parent's Orientation: First Year Experience 1pm |
| 28 Trent Graphics Poster Sale, CUB Portico 10am-3pm | 29 Trent Graphics Poster Sale, CUB Portico 10am-3pm Men's Soccer @ Elon College 4pm Friends of Music Recital, EHA 7:30pm | 30 Women's Soccer vs Jacksonville, Soccer Field 3pm |
| WELCOME WEEK | | |

August 1997

| Sunday | Monday | Tuesday | Wednesday |
|---|--|---|---|
| | 1 LABOR DAY - NO CLASSES STETSON HOLIDAY Intramurals: Women's 1st meeting, CUB Noon Intramurals: Men's 1st meeting, CUB 12:30pm Women's Soccer vs F.A.U. Soccer Field 4pm | 2 BSU Lunch - Allen Hall Noon Alcohol Education Workshop, F234 5pm | 3 LAST DAY TO ADD COURSE FOR CREDIT & LAST DAY TO DROP COURSE W/O FINANCIAL PENALTY Intramurals: Women's Basketball Rosters due/Men's Flag Football Rosters due Faculty/Staff lunch, PDR Noon Alcohol Ed. Workshop F234 5pm |
| UCLIP THEME: MAKE YOUR FIRST | | | |
| 7 Wesley House: Celebrate Life 7pm CCM Mass, NL 8:45pm | 8 Alcohol Education Workshop, F234 5pm | 9 MAT Testing, Coun. Ctr 9am Intramurals: Women's Basketball Season Starts/ Men's Flag Football Season Starts 9am BSU Lunch, Allen Hall Noon Alcohol Ed. Workshop F234 5pm Alpha Chi Omega: Greek Standards Program, SR 6:30pm | 10 Faculty/Staff Lunch, PDR Noon Alpha Chi Omega: Chocolate Festival, 204-5 4pm Stetson Organization Fair, Stetson Room 7pm-9pm W. Volleyball vs BCC, EC 7pm CSA: Comedy Show 8:30pm, NL |
| UCLIP THEME: LOOKING INTO YOUR | | | |
| 14 Wesley House: Celebrate Life 7pm CCM Mass, NL 8:45pm | 15 Alcohol Education Workshop, F234 5pm | 16 CLEP Testing, Counseling Center 9am BSU Lunch - Allen Hall Noon Alcohol Education Workshop, F234 5pm Monitor/Server Workshop, F234 6:30pm | 17 Faculty/Staff Lunch, PDR Noon Men's Soccer vs Jacksonville, Soccer Field 4pm |
| UCLIP THEME: LOOKING INTO YOUR | | | |
| 21 Elderhostel Classes 21-26 Wesley House: Celebrate Life 7pm CCM Mass, NL 8:45pm | 22 Women's Soccer vs USF, Soccer Field 4pm Alcohol Education Workshop, F234 5pm | 23 Intramurals: Men's Golf Rosters due BSU Lunch - Allen Hall Noon Alcohol Education Workshop, F234 5pm W. Volleyball vs UCF, EC 7pm | 24 Faculty/Staff Lunch, PDR Noon Men's Soccer vs Georgia Southern, Soccer Field 4pm TIPS Certification Workshop, 204-5 5pm CSA Tune-In Gameshow, EHA 8pm |
| 28 Wesley House: Celebrate Life 7pm CCM Mass, NL 8:45pm | 29 Intramurals: Women's Volleyball Rosters due Alcohol Education Workshop, F234 5pm Monitor/Server Workshop, F234 6:30pm | 30 BSU Lunch - Allen Hall Noon Men's Soccer @ UCF 4pm Alcohol Education Workshop, F234 5pm | |

| Thursday | Friday | Saturday |
|---|--|--|
| 4 BSU: Vespers, Allen Hall 6:30pm | 5 Greek Leadership Retreat Duncan Art Gallery Open House 6pm W. Volleyball @ Coastal Carolina Tournament TBA Faculty Recital 7:30 pm | 6 Greek Leadership Retreat Women's Soccer vs South Alabama, Soccer Field TBA |
| STEP A LEAP! | | |
| 11 Quality of Service lunch, PDA Noon SAI Musicale, EHA 2:30pm Men's Soccer vs USF, Soccer Field 4pm BSU: Vespers, Allen Hall 6:30pm Alpha Chi Omega: Casino Night, SR 6:30pm | 12 SGA & Student Organizations Leadership Retreat Faculty Chamber Recital, EHA | 13 SGA & Student Organizations Leadership Retreat Women's Soccer vs FIU, Soccer Field 2pm |
| FUTURE...LEADING THE WAY | | |
| 18 BOARD OF TRUSTEES BSU: Vespers, Allen Hall 6:30pm Stover Production 8pm | 19 BOARD OF TRUSTEES Faculty Recital: Maria Rupp, Piano, EHA 7:30pm Stover Production 8pm | 20 W. Volleyball vs Florida A&M University, EC 3pm Stover Production, 8pm |
| FUTURE...LEADING THE WAY | | |
| 25 BSU Vespers, Allen Hall 6:30pm | 26 Faculty Recital: Lynn Cholka/Kayla Liechty, EHA 7:30 pm | 27 Women's Soccer vs Delaware TBA Men's Soccer vs Wofford College, Soccer Field 4pm |
| | <div> Exhibition September 5th thru 30th Ceramist Sandy LaCour, Foyer Gallery Sculptor David Rose, DAG Mon-Fri 10am-4pm Sat/Sun 1pm-4pm </div> | |

September 1997

| Sunday | Monday | Tuesday | Wednesday |
|--|---|--|--|
| Exhibition October 1st thru 17th Ceramist Gisela Salvesson, SH Studio Sculptor David Rose, DAG Mon-Fri 10am-4pm Sat/Sun 1pm-4pm | Exhibition 10/24 - 12/11 Painter George Pappas DAG Ceramist Jenny Lou Sherburne, Foyer Gallery Mon-Fri 10am-4pm Sat/Sun 1pm-4pm | | 1 ROSH HASHANAH BEGINS Faculty/Staff Lunch, PDR Noon CSA Guest Hypnotist Tom Deluca, Stetson Room 8pm Greenfeather Night Out: Sting Rays !! Pool Tournament 9pm |
| 5 Wesley House: Celebrate Life 7pm CCM Mass, NL 8:45pm | 6 Intramurals: Women's Basketball Playoffs begin/Men's Flag Football Playoffs begin Alcohol Education Workshop, F234 5pm | 7 BSU Lunch - Allen Hall Noon Alcohol Education Workshop, F234 5pm W. Volleyball vs Jacksonville University 7pm | 8 Faculty/Staff Lunch, PDR Noon TIPS Certification Workshop 204-5 5pm |
| UCLIP THEME: UNITY IN DIVERSITY... EMBRACING | | | |
| 12 SORORITY RUSH Native-American Festival, Forest of Arden TBA Elderhostel Class Women's Soccer vs St. Peter's, Soccer Field tba Wesley House: Celebrate Life 7pm CCM Mass, NL 8:45pm | 13 Fall Break SORORITY RUSH Elderhostel Classes 12-17 | 14 Fall Break MAT Testing, Counseling Center 9am SORORITY RUSH | 15 Health Fair, Student Lounge TBA Faculty/Staff Lunch, PDR Noon Men's Soccer vs FIU (FL Invitation) Soccer Field 4pm Alcohol Ed. Workshop F234 5pm Monitor/Server Workshop, F234 6:30 pm |
| UCLIP THEME: A JOURNEY OF | | | |
| 19 FRATERNITY RUSH Men's Soccer vs Thomas College, Soccer Field 4pm Wesley House: Celebrate Life 7pm CCM Mass, NL 8:45pm | 20 Intramurals: Women's Volleyball Season starts / Men's Softball Season starts / Women's Tennis Rosters due Alcohol Education Workshop, F234 5pm | 21 CLEP Testing, Counseling Center 9am BSU Lunch - Allen Hall Noon Alcohol Education Workshop F234 5pm Monitor/Server Workshop, F234 6:30 pm Faculty Recital: Ashley Cooley, bassoon, EHA 7:30pm | 22 Faculty/Staff Lunch, PDR Noon Women's Soccer @ UCF, Orlando 4pm |
| UCLIP THEME: FAMILY WEEKEND - GROOVIN | | | |
| 26 FAMILY WEEKEND GREENFEATHER WEEK DAYLIGHT SAVINGS TIME ENDS GF: Softball Tournament, Hollis Field 11am Stover Production, tba 3pm Men's Soccer vs FAU, Soccer Field 4pm Wesley House: Celebrate Life 7pm | 27 ACADEMIC ADVISING: UPPERCLASS STUDENTS-SPRING SEMESTER GREENFEATHER WEEK: Chaulk Art, CUB Cir. 10-3pm Intramurals: Men's Rosters due Alcohol Ed. Workshop F234 5pm & 6:30pm W. Volleyball at BCC 7pm | 28 ACADEMIC ADVISING: UPPERCLASS STUDENTS-SPRING SEMESTER GREENFEATHER: Rock-A- Thon, CUB Portico 10-3pm/ Olympics/Picnic, Hollis Field 4pm-6pm BSU Lunch - Allen Hall Noon Woodwind Ensemble Recital, EHA 7:30pm | 29 MID-TERM WITHDRAWAL DATE AND LAST DAY TO DROP COURSE WITHOUT ACADEMIC PENALTY ACADEMIC ADVISING: UPPERCLASS STUDENTS-SPRING SEMESTER GREENFEATHER: Bowling Night Out, Sunshine Lanes 9:30pm |
| UCLIP THEME: HIGHWAY TO THE | | | |

HANDBOOK EVALUATION

Please help us to improve this handbook by filling out the evaluation below.

| | Strongly Agree | Agree | Disagree | Strongly Disagree |
|--|-------------------|-------|----------|----------------------|
| 1. The Handbook is arranged in a useful manner. | _____ | _____ | _____ | _____ |
| 2. I use the calendar regularly. | _____ | _____ | _____ | _____ |
| 3. I refer to the Handbook for the following: | | | | |
| Important dates, events (calendar) | _____ | _____ | _____ | _____ |
| Campus Resource | _____ | _____ | _____ | _____ |
| Student Services | _____ | _____ | _____ | _____ |
| Academic Policies | | _____ | _____ | _____ |
| Student Code of Conduct | _____ | _____ | _____ | _____ |
| Judicial Process | _____ | _____ | _____ | _____ |
| Other: _____ | _____ | _____ | _____ | _____ |
| 4. The area I use most is: _____ | | | | |
| 5. The area I use least is: _____ | | | | |
| 6. Some changes I would like to see for the next printing are: | | | | |
| 7. General Comments: | | | | |

Name (optional) _____ Ext. _____

(please check one) Faculty _____ Administrator _____ Student _____

Return to: Darald Stubbs, Student Life, Unit 8334

| Thursday | Friday | Saturday |
|---|---|---|
| 2 Career Services: Graduate/Law School Day, SR/PDR 10am-2pm BSU: Vespers, Allen Hall 6:30 am | 3 W. Volleyball vs Florida International University, EC 7pm High School Choral Concert, EHA 7:30pm | 4 CLAST Test for Stetson Students, LBC 7am-5pm LSAT Testing, LBC 7am-2pm W. Volleyball vs. Palm Beach Atlantic University, EC 2pm High School Choral Clinic Concert, FBC 7:30pm Faculty Chamber Recital & ERAA 7:30pm |
| 9 Quality of Service Lunch, PDR Noon BSU: Vespers, Allen Hall 6:30pm University Orchestra Concert, EHA 7:30pm | 10 SORORITY RUSH YOM KIPPUR BEGINS Native-American Festival, Forest of Arden 9am-4pm Intramurals: Men's Golf Tournament begins | 11 SORORITY RUSH Native-American Festival Forest of Arden 9am-4pm String Institute Concert, EHA 3pm |
| THE CHALLENGE | | |
| 16 FRATERNITY RUSH BSU: Vespers, Allen Hall 6:30pm Stover Production, tba 8pm | 17 Grade Inventories due to Registrar FRATERNITY RUSH W. Volleyball vs College of Charleston 7pm Faculty Recital: Jean West, Flute, EHA 7:30pm Stover Production, tba 8pm | 18 FRATERNITY RUSH Music School: German Master Class, EHA 9am- 5pm W. Volleyball vs Florida Atlantic 1pm President's Reception 10am Stover Production, tba 8pm |
| DISCOVERY | | |
| 23 Men's Soccer vs UCF, Soccer Field 4pm BSU: Vespers, Allen Hall 6:30pm W. Volleyball vs Belmont University 7pm Stover Production, tba 8pm | 24 FAMILY WEEKEND Exhibition: Painter George Pappas, DAG and Ceramist Jenny Lou Sherburne, Foyer Gallery 10am-4pm Symphonic Wind Ensemble Concert, EHA 7:30pm Stover Production, tba 8pm | 25 FAMILY WEEKEND FTCE Testing (no standby), LBC/Davis Hall 7am-5pm President's Reception 10am Stover Production, tba 8pm |
| FROM THE PAST, TO THE FUTURE... | | |
| 30 ACADEMIC ADVISING: UPPERCLASS STUDENTS-SPRING SEMESTER GREENFEATHER: Airwaves Show, EHA 8pm & Night Out, tba 9pm BSU: Vespers, Allen Hall 6:30pm | 31 HALLOWEEN ACADEMIC ADVISING: UPPERCLASS STUDENTS-SPRING SEMESTER GREENFEATHER: Miss & Mr Greenfeather campaign ends & Bingo Tournament, Stetson Room 6pm Music School/Jazz Ensemble: Dinner/Dance, 1 Holiday Inn | |
| DONATION ZONE | | |

October 1997

MY GRADES...

Class _____

Instructor _____

| DATE | TEST/EXAM/QUIZ/PAPER | GRADE | % OF FINAL |
|------|----------------------|-------|------------|
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MY GRADES...

Class _____

Instructor _____

| DATE | TEST/EXAM/QUIZ/PAPER | GRADE | % OF FINAL |
|------|----------------------|-------|------------|
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| | MIDTERM EXAM | | |
| | FINAL EXAM | | |

MY GRADES...

Class _____

Instructor _____

| DATE | TEST/EXAM/QUIZ/PAPER | GRADE | % OF FINAL |
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| | MIDTERM EXAM | | |
| | FINAL EXAM | | |

MY GRADES...

Class _____

Instructor _____

| DATE | TEST/EXAM/QUIZ/PAPER | GRADE | % OF FINAL |
|------|----------------------|-------|------------|
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| | MIDTERM EXAM | | |
| | FINAL EXAM | | |

MY GRADES...

Class _____

Instructor _____

| DATE | TEST/EXAM/QUIZ/PAPER | GRADE | % OF FINAL |
|------|----------------------|-------|------------|
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| | MIDTERM EXAM | | |
| | FINAL EXAM | | |

MY GRADES...

Class _____

Instructor _____

| DATE | TEST/EXAM/QUIZ/PAPER | GRADE | % OF FINAL |
|------|----------------------|-------|------------|
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| | MIDTERM EXAM | | |
| | FINAL EXAM | | |

MY GRADES...

Class _____

Instructor _____

| DATE | TEST/EXAM/QUIZ/PAPER | GRADE | % OF FINAL |
|------|----------------------|-------|------------|
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| | MIDTERM EXAM | | |
| | FINAL EXAM | | |

MY GRADES...

Class _____

Instructor _____

| DATE | TEST/EXAM/QUIZ/PAPER | GRADE | % OF FINAL |
|------|----------------------|-------|------------|
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| | | | |
| | MIDTERM EXAM | | |
| | FINAL EXAM | | |

[illegible]

| Sunday | Monday | Tuesday | Wednesday |
|--|---|---|---|
| | | | <div> Exhibition 10/24 - 12/11 Painter George Pappas DAG Ceramist Jenny Lou Sherburne, Foyer Gallery Mon-Fri 10am-4pm Sat/Sun 1pm-4pm </div> |
| 2 Chamber Orchestra Concert, EHA 3pm Wesley House: Celebrate Life 7pm CCM Mass, NL 8:45pm | 3 REGISTRATION FOR UPPERCLASS STUDENTS- Spring Semester 3rd thru 4th Intramurals: Women's Relay Race Rosters due Alcohol Ed. Workshop, F234 5pm Monitor/Server Workshop, F234 6:30pm | 4 ELECTION DAY BSU Lunch - Allen Hall Noon TIPS Certification Workshop, 204-5 5pm Jazz Ensemble Concert, Stetson Room 7:30pm | 5 Faculty/Staff Lunch, PDR Noon W. Volleyball vs Flagler 7pm Friendship In the Ages of Aids Program, Stetson Room 7pm |
| UCLIP THEME: REFLECTING ON THE PAST... | | | |
| 9 Elderhostel Classes 9-14 Brass Ensemble Recital, EHA 3pm Wesley House: Celebrate Life 7pm Percussion Ensemble Concert, EHA 7:30pm CCM Mass, NL 8:45pm | 10 ACADEMIC ADVISING: FIRST YEAR STUDENTS Spring Semester 10th thru 12th Intramurals: Men's Racquetball Roster's due | 11 Ceramic Workshop by Ron Kuchta, SH Studio 9am-4pm MAT Testing, Counsel. Ctr. 9 am BSU Lunch - Allen Hall Noon Choral Union Concert, First Baptist Church 7:30pm | 12 Faculty/Staff Lunch, PDR Noon TIPS Certification Workshop, 204-5 5pm W. Basketball vs Central Texas AAU, EC 7pm |
| UCLIP THEME: REFLECTING ON THE PAST... | | | |
| 16 Elderhostel Classes 16-21 Hall of Fame Concert, EHA 4pm Wesley House: Celebrate Life 7pm CCM Mass, NL 8:45pm | 17 Softball playoffs begin Men's Basketball vs West Florida, EC 7:30pm | 18 CLEP Testing, Counseling Center 9am BSU Lunch - Allen Hall Noon | 19 RLC: OXFAM Fast for Hunger Faculty/Staff Lunch, PDR Noon |
| 23 Campus Chorale Concert, EHA 3pm Wesley House: Celebrate Life 7pm CCM Mass, NL 8:45pm | 24 Exhibition: Painter George Pappas, DAG and Ceramist Jenny Lou Sherburne, Foyer Gallery 10am-4pm | 25 BSU Lunch - Allen Hall Noon W. Basketball vs South Florida, EC 7pm Music School Opera, Flagler Auditorium 7:30pm | 26 Commons Close 1:30pm Hat Rack Closes 5pm Residence Hall Closes 6pm |
| Residence Halls open Noon Hat Rack Opens 6pm WH: Celebrate Life 7pm CCM Mass, NL 8:45pm | UCLIP THEME: HIGHWAY TO THE | | |

| Thursday | Friday | Saturday |
|--|--|---|
| | | 1 GRE Testing, LBC / Davis Hall 7am-5:30pm Intramurals: Women's Tennis Tournament begins GREENFEATHER: Yard Sale - Emily Hall Lawn 8am-2pm WMFE Music Lovers Concert, EHA 3pm |
| 6 STETSON FOUNDER'S DAY (HAT DAY) Lunch, AH Noon SL Program: Friendship in the Age of Aids, SR 7pm BSU: Vespers, Allen Hall 6:30pm | 7 W. Volleyball at Embry Riddle University 7pm Faculty Guitar Ensemble Recital: Robert Rich, EHA 7:30pm | 8 Admissions: Fall Open House Intramurals: Men's Tennis Tournament begins Men's Basketball vs Foreign Team, tba 7:30pm |
| DEVELOPING THE FUTURE | | |
| 13 REGISTRATION: FIRST YEAR STUDENTS - Spring Semester SR Quality of Service Lunch, PDR Noon BSU: Vespers, Allen Hall | 14 Women's Volleyball - Stetson Invitational Digital Arts Ensemble Concert, EHA 7:30pm | 15 Women's Volleyball - Stetson Invitational Intramurals: Women's Relay Races begin Men's Basketball @ William & Mary 7:30pm W. Basketball vs Russian National Team EC 7pm |
| DEVELOPING THE FUTURE | | |
| 20 BSU: Vespers, Allen Hall 6:30pm Music School Opera, Stover Theatre 7:30pm | 21 Women's Volleyball - TAAC Tournament Music School Opera, Stover Theatre 7:30pm | 22 Women's Volleyball - TAAC Tournament Intramurals: Men's Racquetball Tournament begins Music School Opera, Stover Theatre 7:30pm |
| 27 THANKSGIVING DAY | 28 THANKSGIVING HOLIDAY | 29 Men's Basketball vs Furman, EC 7:30pm |
| THANKSGIVING BREAK | | |

November 1997

| Sunday | Monday | Tuesday | Wednesday |
|---|---|---|---|
| | 1 Commons Opens 7:15am Exhibition: Painter George Pappas, DAG and Ceramist Jenny Lou Sherburne, Foyer Gallery 10am-4pm Elderhostel Classes 11/30 - 12/5 | 2 BSU Lunch - Allen Hall Noon YULE LOG LIGHTING, Hulley Tower 6:15pm | 3 Faculty/Staff Lunch, PDR Noon MSC: Spirit of the Season Dinner, Allen Hall 6pm |
| | UCLIP THEME: SPIRIT OF THE | | |
| 7 Elderhostel Classes 7-12 Christmas Candlelight Concert, EHA 4pm Wesley House: Celebrate Life 7pm CCM Mass, NL 8:45pm | 8 | 9 MAT Testing, Counseling Center 9am BSU Lunch - Allen Hall Noon | 10 Recruitment Day, Stetson Room 8am-4pm Faculty/Staff Lunch, PDR Noon |
| | UCLIP THEME: SPIRIT OF THE | | |
| 14 READING DAY Wesley Huse: Celebrate Life 7am CCM Mass, NL 8:45pm | 15 FINAL EXAMS | 16 FINAL EXAMS CLEP Testing, Counseling Center 9am | 17 FINAL EXAMS |
| | UCLIP THEME: FINALS! FINALS! | | |
| 21 | 22 12/22 - 1/9: Hat Rack will be open Monday - Fridays 9am-1:30pm W. Basketball vs Northern Illinois, EC 5:15pm | 23 All Grades due to Registrar 9am HANUKKAH BEGINS | 24 CHRISTMAS EVE |
| 28 Men's Basketball @ Southern Methodist 2pm | 29 W. Basketball vs Columbia, EC 7pm | 30 | 31 NEW YEAR'S EVE |

| Thursday | Friday | Saturday |
|--|---|--|
| 4 BSU: Vespers, Allen Hall 6:30pm Men's Basketball vs BCC, EC 7:30pm Christmas Candlelight Concert @ Flagler Auditorium 7:30pm | 5 Gillespie Museum Mineral Show tha Christmas Candlelight Concert, EHA 7:30pm | 6 LSAT Testing, LBC 7am- 2pm Gillespie Museum Mineral Show tha DeLand Christmas Parade, Woodland Blvd Christmas Candlelight Concert, EHA 7:30pm |
| SEASONS | | |
| 11 CLASSES END Quality of Service Christmas lunch, Stetson Room Noon BSU: Vespers, Allen Hall 6:30pm Children's Choir Concert, EHA 7:30pm | 12 READING DAY Children's Choir Concert, EHA 7:30pm W. Basketball - Hatter Classic tha | 13 READING DAY W. Basketball - Hatter Classic tha |
| SEASONS | | |
| 18 FINAL EXAMS | 19 FINAL EXAMS Commons Closes 1:30pm Hat Rack Closes 5:30pm | 20 COMMENCEMENT, EHA 9am Residence Halls close for all students 3pm Men's Basketball vs Catholic University, EC 5:15pm W. Basketball vs UTEP (Texas- Elpaso), EC 7:30pm |
| FINALS! | | |
| 25 CHRISTMAS DAY | 26 STETSON HOLIDAY | 27 |
| | <div> Exhibition 10/24 - 12/11 Painter George Pappas DAG Ceramist Jenny Lou Sherburne, Foyer Gallery Mon-Fri 10am-4pm Sat/Sun 1pm-4pm </div> | |

December 1997

| Sunday | Monday | Tuesday | Wednesday |
|--|--|--|-------------------------------------|
| | | | |
| 4 | 5 | 6 | 7 |
| 11 Residence Halls open for all students Noon Commons opens 4pm Hat Rack opens 6pm Elderhostel Classes 11-16 New Student Orientation/Advising - 204/5 | 12 Registration and Validation of Registration by returning Students Stetson Room CLASSES BEGIN MBB vs Troy State 7:30pm | 13 MAT Testing, Counseling Center 9am BSU Lunch - Allen Hall Noon | 14 Faculty/Staff Lunch, PDR Noon |
| 18 Elderhostel Classes 18-23 Wesley House: Celebrate Life 7pm CCM Mass, NL 8:45pm | 19 MARTIN LUTHER KING DAY - NO CLASSES - STETSON HOLIDAY MLK Breakfast Tribute/March, EC 7:30am | 20 Last Day to Add Course for Credit. Last Day to Drop without Financial Penalty. CLEP Testing, Counseling Center 9am Intramurals: Women's 1st Meeting, CUB Noon Men's 1st Intramural meeting, CUB 12:30pm | 21 Faculty/Staff Lunch, PDR Noon |
| UCLIP THEME: STEP INTO | | | |
| 25 SUPER BOWL SUNDAY Elderhostel Classes 25-30 Wesley House: Celebrate Life 7pm CCM Mass, NL 8:45pm | 26 Intramurals: Men's Ping-pong Rosters due/Men & Women's Soccer Season begins W. Basketball at University Central Florida tba | 27 BSU Lunch - Allen Hall Noon Faculty Recital: David Bjella, cello and Michael Rickman, piano, EHA 7:30pm | 28 Faculty/Staff Lunch, PDR Noon |
| UCLIP THEME: STETSON | | | |

| Thursday | Friday | Saturday |
|--|--|---|
| 1 NEW YEAR'S DAY | 2 | 3 W. Basketball vs University Central Florida, EC 7pm |
| 8 Quality of Service Lunch, PDR Noon Women's Basketball vs Troy State, EC 5:15pm Men's Basketball vs Troy State, EC 7:30pm | 9 | 10 Men's Basketball vs Centenary, EC 7:30pm |
| 15 BSU: Vespers, Allen Hall 6:30pm Men's Basketball vs Jacksonville State, EC 7:30pm | 16 Faculty Recital: Craig Maddox, baritone, EHA 7:30pm | 17 A&L: Rhythm & Brass Concert, EHA 7:30pm |
| 22 BSU: Vespers, Allen Hall 6:30pm Men's Basketball vs Campbell, EC 7:30pm | 23 Guest Guitar Recital, EHA 7:30pm | 24 Men's Basketball vs College of Charleston, EC 7:30pm |
| THE FUTURE | | |
| 29 BSU: Vespers, Allen Hall 6:30pm Men's Basketball @ Florida International., Miami tba W. Basketball vs Florida Atlantic, EC 7pm | 30 Faculty Recital, Susan Klotzbach, EHA 7:30pm | 31 Admissions: Scholarship Day W. Basketball vs Florida International, EC 7pm Guest Clarinetist Frank Kowalsky, EHA 7:30pm |
| WEEKEND | | |

January 1998

[illegible]

[illegible]

| Sunday | Monday | Tuesday | Wednesday |
|--|--|---|--|
| 1 Elderhostel Classes 1-6 Faculty Recital: Jane Christeson, mezzo-soprano, EHA 3pm Wesley House: Celebrate Life 7pm CCM Mass, NL 8:45pm | 2 Intramurals: Women's Flag Football Rosters due / Men's Basketball Rosters due Men's Basketball @ UCF, Orlando tba | 3 PASTOR'S SCHOOL BSU Lunch - Allen Hall Noon | 4 PASTOR'S SCHOOL |
| UCLIP THEME: BLACK | | | |
| 8 STETSON WEEKEND 1998 Faculty Recital: Lynn Cholka, clarinet; David Bjella, cello; Michael Rickman, piano, EHA 3pm Wesley House: Celebrate Life 7pm CCM Mass, NL 8:45pm | 9 | 10 MAT Testing, Counseling Center 9am BSU Lunch - Allen Hall Noon Elizabeth Hall Centennial Concert, EHA 7:30 pm | 11 Faculty/Staff Lunch, PDR Noon |
| STANDING ON A THRESHOLD | | | |
| 15 Daytona 500 Races, Daytona Beach Elderhostel Classes 15-20 Gospel Extravaganza, EHA 4pm Wesley House: Celebrate Life 7pm CCM Mass, NL 8:45pm | 16 PRESIDENT'S DAY Men and Women's Soccer Playoffs begin W. Basketball at Florida Atlantic tba | 17 CLEP Testing, Counseling Center 9am BSU Lunch - Allen Hall Noon Faculty Recital: Lloyd Linney/Michael Rickman, EHA 7:30pm | 18 Faculty/Staff Lunch, PDR Noon |
| UCLIP THEME: ALCOHOL | | | |
| 22 Black Composers Music Recital, EHA 3pm Elderhostel Classes 22-27 Stover Production, tba 3pm Wesley House: Celebrate Life 7pm CCM Mass, NL 8:45pm | 23 Intramurals: Women's Flag Football Season starts/Men's Basketball Season starts/Women's Ping-Pong Rosters due | 24 BSU Lunch - Allen Hall Noon Guest Organ Recital, Wayne Foster, EHA 7:30pm | 25 ASH WEDNESDAY Faculty/Staff Lunch, PDR Noon Jazz Chamber Ensemble, EHA |
| | | <div> 2/20 thru 3/19 Exhibition Printer Robert Rivers/ Ceramist Rob Reedy DAG Ceramist Susan Z. Vey Foyer Gallery Mon-Fri 10am-4pm Sat/Sun 1pm-4pm </div> | |

| Thursday | Friday | Saturday |
|---|--|---|
| 5 PASTOR'S SCHOOL BSU: Vespers, Allen Hall 6:30pm Men's Basketball vs Florida International, EC 7:30pm | 6 PASTOR'S SCHOOL STETSON WEEKEND 1998 Music School Piano Weekend, EHA Noon-10pm | 7 STETSON WEEKEND 1998 LSAT Testing, LBC 7am- 2pm Music School Piano Weekend, EHA Noon-10pm Men's Basketball vs Fla Atlantic, EC 7:30pm |
| HISTORY MONTH | | |
| 12 Quality of Service Lunch, PDR Noon BSU: Vespers, Allen Hall 6:30pm W. Basketball vs Georgia State, EC 7pm | 13 Faculty Recital: Ann Adams, oboe, EHA 7:30pm | 14 Men's Basketball vs UCF, EC 5:15pm CMENC Broadway Revue, EHA 7:30pm W. Basketball vs Mercer, EC 7:30pm |
| OF FREEDOM | | |
| 19 BSU: Vespers, Allen Hall 6:30pm Stover Musical Production, tba 8pm | 20 University Orchestra w/Michael Rickman, EHA 7:30pm Stover Musical Production, tba 8pm | 21 CLAST Testing, LBC 7am-5pm Stover Musical Production, tba 8pm |
| AWARENESS WEEK | | |
| 26 FOREIGN LANGUAGE FESTIVAL, CUB BSU: Vespers, Allen Hall 6:30pm W. Basketball vs Campbell, EC 7pm | 27 GRADE INVENTORIES DUE TO REGISTRAR FOREIGN LANGUAGE FESTIVAL, CUB Residence Hall Close 6pm Commons Closes 1:30pm Hat Rack Closes 5:30pm | 28 FOREIGN LANGUAGE FESTIVAL, CUB Stetson Crew Sprints (DeLand) W. Basketball vs College of Charleston 7pm VCMTA Scholarship Recital, EHA 7:30pm |
| | | |

February 1998

| Sunday | Monday | Tuesday | Wednesday |
|--|--|--|---|
| 1 | 2 Hat Rack Open 9am-1:30pm | 3 Hat Rack Open 9am-1:30pm | 4 Hat Rack Open 9am-1:30pm |
| UCLIP THEME: SPRING | | | |
| 8 Residence Halls Open Noon Elderhostel Classes 8-13 | 9 Commons Opens 7:15am CLASSES RESUME Intramurals: Women's Softball Rosters/Men's Track Rosters/Men's Volleyball Rosters Due | 10 MAT Testing, Counseling Center 9am BSU Lunch - Allen Hall Noon | 11 MID-TERM WITHDRAWAL DATE AND LAST DAY TO DROP COURSE W/O ACADEMIC PENALTY Faculty / Staff Lunch, PDR Noon |
| UCLIP THEME: IMAGES OF THE WINNING SPIRIT - INTRAMURAL | | | |
| 15 Wesley House: Celebrate Life 7pm CCM Mass, NL 8:45pm | 16 | 17 SAINT PATRICK'S DAY CLEP Testing, Counseling Center 9am BSU Lunch - Allen Hall Noon | 18 Faculty/Staff Lunch, PDR Noon |
| UCLIP THEME: SPORTS | | | |
| 22 Elderhostel Classes 22-27 Guest Artist Recital, Mark Ponzo, trumpet, EHA 3pm Wesley House: Celebrate Life 7pm CCM Mass, NL 8:45pm | 23 Intramurals: Women's Flag Football Playoffs/Men's Basketball Playoffs Begin | 24 BSU Lunch - Allen Hall Noon Music School Opera Scenes, EHA 7:30pm | 25 Faculty/Staff Lunch, PDR Noon |
| UCLIP THEME: | | | |
| 29 Student Competition, Duncan Art Gallery 1pm-4pm Wesley House: Celebrate Life 7pm CCM Mass, NL 8:45pm | 30 ACADEMIC ADVISING FOR SUMMER/FALL SEMESTERS Student Competition, Duncan Art Gallery 10am-4pm Intramurals: Women's Softball Season/Men's Volleyball Season Begins | 31 ACADEMIC ADVISING FOR SUMMER/FALL SEMESTERS Student Competition, Duncan Art Gallery 10am-4pm Brass Ensemble Recital, EHA 7:30pm | |

March 1998

| Thursday | Friday | Saturday |
|--|--|--|
| 5 Hat Rack Open 9am-1:30pm | 6 Hat Rack Open 9am-1:30pm | 7 |
| BREAK | | |
| 12 STETSON MODEL SENATE BSU: Vespers, Allen Hall 6:30pm | 13 STETSON MODEL SENATE School of Music Gala @ Peabody Auditorium 7:30pm | 14 STETSON MODEL SENATE Stetson Crew @ President's Cup Regatta (Tampa) Intramurals: Women's Ping-Pong Tournament Begins |
| SPORTS APPRECIATION WEEK | | |
| 19 Quality of Service Lunch, PDR Noon BSU: Vespers, Allen Hall 6:30pm | 20 | 21 Stetson Crew @ Florida Crew Classic (Gainesville) Admissions: Senior Open House Intramurals: Men's Track Begins |
| APPRECIATION WEEK | | |
| 26 BSU: Vespers, Allen Hall 6:30pm | 27 Student Competition, Duncan Art Gallery 10am-4pm Chamber Orchestra Concert, EHA 7:30pm | 28 Intramurals: Ultimate Frisbee Tournament 7am-1pm Student Competition, Duncan Art Gallery 1pm-4pm |
| GREEK WEEK | | |
| | <p align="center">2/20 thru 3/19 Exhibition</p> <p align="center">Printer Robert Rivers/ Cerapist Rob Reedy DAG</p> <p align="center">Cerapist Susan Z. Vey Foyer Gallery</p> <p align="center">Mon-Fri 10am-4pm Sat/Sun 1pm-4pm</p> | |

| Sunday | Monday | Tuesday | Wednesday |
|---|---|--|---|
| | | | 1 ACADEMIC ADVISING FOR SUMMER/ FALL SEMESTERS Student Competition, Duncan Art Gallery 10am-4pm Faculty/Staff Lunch, PDR Noon |
| 5 PALM SUNDAY DAYLIGHT SAVINGS TIME BEGINS Elderhostel Classes 5-10 Student Competition, Duncan Art Gallery 1pm-4pm Woodwind Ensemble Recital, EHA 3pm Wesley House: Celebrate Life 7pm CCM Mass, NL 8:45pm | 6 Student Competition, Duncan Art Gallery 10am-4pm | 7 REGISTRATION FOR SUMMER/FALL SEMESTERS Student Competition, Duncan Art Gallery 10am-4pm BSU Lunch - Allen Hall Noon Campus Chorale Concert, EHA 7:30pm Jazz Ensemble @ Flagler Auditorium 7:30pm | 8 REGISTRATION FOR SUMMER/FALL SEMESTERS Student Competition, Duncan Art Gallery 10am-4pm Faculty/Staff Lunch, PDR Noon |
| UCLIP THEME: COUNTLESS COMBINATIONS - | | | |
| 12 EASTER SUNDAY Student Competition, Duncan Art Gallery 1pm-4pm Wesley House: Celebrate Life 7pm CCM Mass, NL 8:45pm | 13 | 14 MAT Testing, Counseling Center 9am BSU Lunch - Allen Hall Noon | 15 Faculty/Staff Lunch, PDR Noon Jazz Ensemble Concert, Stetson Room 7:30pm |
| UCLIP THEME: SETTING | | | |
| 19 Elderhostel Classes 19-24 Digital Arts Recital, EHA 3pm Stover Production, tba 3pm Wesley House: Celebrate Life 7pm CCM Mass, NL 8:45pm | 20 Exhibition: Senior Thesis, Duncan Art Gallery 10am-4pm Intramurals: Women's Softball Playoffs/Men's Volleyball Playoffs Begin Stover Production, tba 8pm | 21 Exhibition: Senior Thesis, Duncan Art Gallery 10am-4pm CLEP Testing, Counsel. Ctr 9am BSU Lunch - Allen Hall Noon Annual Greek Banquet, EC 6:30pm Guitar Ensemble Recital, EHA 7:30pm | 22 Exhibition: Senior Thesis, Duncan Art Gallery 10am-4pm Faculty/Staff Lunch, PDR Noon |
| UCLIP THEME: CELEBRATING OUR | | | |
| 26 Exhibition: Senior Thesis, Duncan Art Gallery 1pm-4pm Wesley House: Celebrate Life 7pm CCM Mass, NL 8:45pm | 27 Exhibition: Senior Thesis, Duncan Art Gallery 10am-4pm | 28 BSU Lunch - Allen Hall Noon Intramurals: Presentation of Hollis Cup and Hick Silver Circle Dinner 6pm SR | 29 CLASSES END Faculty/Staff Lunch, PDR Noon |

| Thursday | Friday | Saturday |
|---|--|--|
| 2 ACADEMIC ADVISING FOR SUMMER/FALL SEMESTERS Student Competition, Duncan Art Gallery 10am-4pm BSU: Vespers, Allen Hall 6:30pm | 3 ACADEMIC ADVISING FOR SUMMER/FALL SEMESTERS Student Competition, Duncan Art Gallery 10am-4pm | 4 GRE Testing, LBC 7am-5:30pm Student Competition, Duncan Art Gallery 1pm-4pm |
| 9 REGISTRATION FOR SUMMER/FALL SEMESTERS Quality of Service Lunch, PDR Noon BSU: Vespers - Allen Hall 6:30pm Digital Arts Recital, EHA 7:30pm | 10 GOOD FRIDAY - NO CLASSES - UNIVERSITY HOLIDAY PASSOVER BEGINS Student Competition, Duncan Art Gallery 10am-4pm | 11 Stetson Crew @ F.I.R.A. Championship (Tampa) Day of Percussion, EHA/P132 9am-6pm Student Competition, Duncan Art Gallery 1p-4pm |
| ASIAN WEEK | | |
| 16 BSU: Vespers, Allen Hall 6:30pm | 17 University Orchestra Concert, EHA 7:30pm Stover Production, tba 8 pm | 18 Admissions: Junior Open House Stover Production, tba 8pm |
| THE STAGE | | |
| 23 Exhibition: Senior Thesis, Duncan Art Gallery 10am-4pm BSU: Vespers, Allen Hall 6:30pm Campus Life Awards Ceremony, SR 6:30pm | 24 Exhibition: Senior Thesis, Duncan Art Gallery 10am-4pm HONOR'S CONVOCATION, EHA Noon Intramurals: Annual Student/Faculty/Staff Softball Game, Rinker Field 5pm Concert Choir performance, EHA 7:30pm | 25 FTCE Testing (no standby), LBC/Davis Hall 7am-5pm Exhibition: Senior Thesis, Duncan Art Gallery 1pm-4pm Symphonic Wind Ensemble, EHA 7:30pm |
| ACCOMPLISHMENTS | | |
| 30 READING DAY / THURSDAY EVENING CLASS FINAL EXAM BSU: Vespers - Allen Hall 6:30pm Music School end of Year Banquet, SR 5:30pm | | |

| Sunday | Monday | Tuesday | Wednesday |
|--|---|---|--|
| | | | |
| 3 Exhibition: Senior Thesis, Duncan Art Gallery 1pm-4pm Youth Chamber Orchestra, EHA 4pm Wesley House: Celebrate Life 7pm CCM Mass, NL 8:45pm | 4 FINAL EXAMINATIONS Exhibition: Senior Thesis, Duncan Art Gallery 10am-4pm | 5 FINAL EXAMINATIONS Exhibition: Senior Thesis, Duncan Art Gallery 10am-4pm | 6 FINAL EXAMINATIONS Exhibition: Senior Thesis, Duncan Art Gallery 10am-4pm Residence Halls Close 6pm |
| UCLIP THEME: END OF THE | | | |
| 10 MOTHER'S DAY BACCALAUREATE, Elizabeth Hall Auditorium 10am COMMENCEMENT, EDMUNDS CENTER 1:30pm Exhibition: Senior Thesis, Duncan Art Gallery 1pm-4pm Food Services Closes 2pm Residence Halls Close 6pm | 11 Hat Rack Open 9am-1:30pm | 12 All Grades due to Registrar 9am MAT Testing, Counseling Center 9am Hat Rack Open 9am-1:30pm | 13 Hat Rack Open 9am-1:30pm |
| 17 CSA Piano Recital, EHA 3pm | 18 | 19 CLEP Testing, Counseling Center 9am | 20 |
| 24 | 25 MEMORIAL DAY | 26 | 27 |
| Residence halls Open for Summer Session Noon 31 | | | |

| Thursday | Friday | Saturday |
|---|---|--|
| | 1 FINAL EXAMINATIONS Children's Choir Concert, EHA 7:30pm | 2 FINAL EXAMINATIONS Exhibition: Senior Thesis, Duncan Art Gallery 1pm-4pm |
| 7 Final Grades for Graduates due to Registrar 9am Exhibition: Senior Thesis, Duncan Art Gallery 10am-4pm Vespers - Allan Hall 6:30pm | 8 Exhibition: Senior Thesis, Duncan Art Gallery 10am-4pm Commons Closes 6pm Hat Rack Closes 9am-6pm | 9 President's Reception 5pm Exhibition: Senior Thesis, Duncan Art Gallery 10am-4pm |
| VERY BEGINNING | | |
| 14 Quality of Service Lunch, PDR Noon Children's Choir Performance, EHA 7:30pm Hat Rack Open 9am-1:30pm | 15 Children's Choir Performance, EHA 7:30pm Hat Rack Open 9am-1:30pm | 16 VCMTA Recital, EHA 3pm |
| 21 | 22 | 23 |
| 28 | 29 | 30 |

May 1998

| Sunday | Monday | Tuesday | Wednesday |
|-----------|---|---|-----------|
| | 1 Food Service Opens 7am ACADEMIC ADVISING, NEW STUDENT ORIENTATION, REGISTRATION | 2 CLASSES BEGIN | 3 |
| 7 | 8 | 9 | 10 |
| 14 | 15 LSAT Testing, LBC/Davis Hall 12:30pm-7pm | 16 CLEP Testing, Counseling Center 9am | 17 |
| 21 | 22 SECOND 3-WEEK SESSION BEGINS | 23 | 24 |
| 28 | 29 SECOND 4-WEEK SESSION BEGINS | 30 | |

| Thursday | Friday | Saturday |
|---|--|--|
| 4 | 5 LAST DAY TO ADD COURSE FOR CREDIT/LAST DAY TO DROP COURSE W/O FINANCIAL PENALTY FOR COURSES IN PROGRESS | 6 CLAST Test for Stetson Students, LBC/Davis Hall 7am-5pm SAT I / SAT II Testing, LBC 7am-1pm |
| 11 MAT Testing, Counseling Center 9am | 12 LAST DAY TO DROP COURSE WITHOUT ACADEMIC PENALTY | 13 |
| 18 | 19 FINAL EXAMS FOR FIRST 3-WEEK SESSION | 20 |
| 25 | 26 FINAL EXAMS FOR FIRST 4-WEEK SESSION | 27 |
| | | |

June 1998

| Sunday | Monday | Tuesday | Wednesday |
|--------|--------|---|---|
| | | | 1 |
| 5 | 6 | 7 | 8 |
| 12 | 13 | 14 MAT Testing, Counseling Center 9am | 15 |
| 19 | 20 | 21 | 22 FINAL EXAMS FOR SECOND 4-WEEK AND 8-WEEK SESSIONS Commons Closes 1pm Residence Halls Close (except graduating students) 6pm |
| 26 | 27 | 28 ALL GRADES DUE TO REGISTRAR 9am | 29 |

| Thursday | Friday | Saturday |
|----------|---|---|
| 2 | 3 INDEPENDENCE DAY (University Holiday) | 4 |
| 9 | 10 SOAR - ORIENTATION, ACADEMIC ADVISING AND ADVANCE REGISTRATION FOR NEW STUDENTS FINAL EXAMS FOR 6- WEEK SESSION AND SECOND 3-WEEK SESSION | 11 SOAR - ORIENTATION, ACADEMIC ADVISING AND ADVANCE REGISTRATION FOR NEW STUDENTS |
| 16 | 17 | 18 |
| 23 | 24 FINAL GRADES FOR GRADUATES DUE TO REGISTRAR 9am Hat Rack Closes 1pm | 25 COMMENCEMENT, EHA 11am Residence Halls Close 6pm |
| 30 | 31 | 1 FTCE Testing (no stand- by), LBC 7am-5pm |



RESIDENTIAL GUIDEBOOK

RESIDENTIAL AND GREEK LIFE STAFFS

GREEK LIFE STAFF

FRATERNITY COUNSELORS

| | |
|------------------------|----------|
| Alpha Tau Omega..... | 738-6793 |
| Delta Sigma Phi..... | 738-6791 |
| Lambda Chi Alpha..... | 738-6795 |
| Phi Sigma Kappa..... | 738-6794 |
| Sigma Phi Epsilon..... | 738-6792 |
| Sigma Nu..... | 738-8795 |

SORORITY COUNSELORS

| | |
|------------------------|----------|
| Alpha Chi Omega..... | 738-8714 |
| Alpha Kappa Alpha..... | 738-8743 |
| Alpha Xi Delta..... | 738-8721 |
| Delta Delta Delta..... | 738-8758 |
| Pi Beta Phi | 738-8752 |
| Zeta Tau Alpha..... | 738-8712 |

RESIDENTIAL LIFE STAFF

EAST AREA

Assistant Director for Residential Life
Head Resident - Carson/Hollis Halls
Head Resident - Gordis Hall
Head Resident - Nemec Hall
Head Resident - Smith Hall

| | |
|------------------------|----------|
| CUB Room 217..... | 822-7201 |
| 2000 Carson Hall | 738-6170 |
| 4000 Gordis Hall..... | 738-6392 |
| E-22 Nemec Hall..... | 738-6562 |
| 7000 Smith Hall..... | 738-6587 |

WEST AREA

Assistant Director for Residential Life
Head Resident - Chaudoin Hall
Head Resident - Conrad Hall
Head Resident - Emily Hall
Head Resident - Stetson Hall

| | |
|------------------------|----------|
| CUB Room 217..... | 822-7201 |
| 127 Chaudoin Hall..... | 738-6007 |
| 408 Conrad Hall..... | 738-6135 |
| 919 Emily Hall..... | 738-6215 |
| 502 Stetson Hall..... | 738-6675 |

EMERGENCY NUMBERS

| | |
|------------------------|----------|
| FIRE DEPARTMENT..... | 9-911 |
| POLICE DEPARTMENT..... | 9-911 |
| AMBULANCE..... | 9-911 |
| PUBLIC SAFETY..... | 822-7300 |

PROGRAM PHILOSOPHY

STUDENT DEVELOPMENT

The residence hall is your basic living environment while attending Stetson University. The experiences you gain while living with your peers constitute fundamental parts of your education and growth within and outside of the classroom. In fact, it is within your residence hall that your intellectual and social development come together. Our goal is to help you become a competent, mature individual, fully responsible for yourself, your actions and your decisions.

COMMUNITY DEVELOPMENT

The Residential Life staff seeks to promote a sense of community within each floor of your residence hall. A community is a group of individuals which respects the rights and privacy of each other and functions together to promote the growth of the community for the benefit of all members. It is different from your home communities because the on-campus community is largely comprised of students seventeen to twenty-two years of age who share common goals; that is, pursuing higher education and experiencing the transition from living at home to living on their own.

This transition is difficult and can be complicated with the stresses and pressures of succeeding at college. Building a sense of community in the halls helps to establish peer support groups among residents. These groups along with the support from family and friends significantly improve a student's adjustment and success at college.

To help you build a genuine community, staff and returning student leaders first provide a variety of opportunities for students to meet and interact. Scheduled activities (such as intramural sports, organized socials, and educational programs) help students to create a strong community.

Successful communities are defined in several ways. Floors with successful communities have very active residents. These residents help plan events for their floor, buildings and areas. Further, students take responsibility for the facilities by keeping damage and vandalism at a minimum. Students in a successful community take pride in their living area by fostering an environment which gives each student the opportunity to develop intellectually, socially, and personally.

Overall, our goal is to provide students the opportunity to learn from their experiences and become responsible adults. By learning about the various cultures represented within the college environment and sharing those experiences with peers, students are given the opportunity to prepare for life after completing their college experience.

RESIDENTIAL LIFE AND GREEK LIFE STAFF

ASSISTANT DIRECTORS

The Assistant Directors of Residential Life (AD's) are professional staff members who have the responsibility for providing supervision and support for the residential life program in their respective areas. The Assistant Director offices are located on the second floor of the Carlton Union Building. The Assistant Directors live in the residence halls allowing them to be better aware of the day to day lives of students. They are responsible for supervising and coordinating the programming efforts of the Head Residents and Residents Assistants, and conducting staff training and development for building staffs. They are also available to counsel and advise students and assist with roommate conflict mediation. Assistant Directors are also responsible for coordinating the University judicial process within their area.

HEAD RESIDENTS

Each residence hall operates under the direction of a Head Resident (HR's) who lives in the building. She/He has the responsibility of providing leadership for the Resident Assistants in your building. The Head Resident is a student like yourself who is skilled at helping, listening, organizing and planning for and with students. Head Residents go through extensive training to help students in their adjustment to the college experience. They are also well prepared to help answer questions and resolve problems which arise in the building. These upper-level students are available to help you and other residents create a positive community atmosphere in the hall. This includes confronting inappropriate behavior and meeting with students for disciplinary problems. The Head Residents are directly supervised by the Assistant Director of their respective area.

RESIDENT ASSISTANTS

Resident Assistants (RA's) are also undergraduate staff members who reside on the floors with residents in each building. Your RA will quickly become one of the most important persons you will know during your stay in the residence halls. S/he is responsible for assisting in your personal and academic growth and promoting a positive atmosphere on the floor. Your RA is committed to serving as a planner, a programmer, a listener, an advisor, a resource person, and a university representative. They are also responsible for ensuring students act responsibly within the residence hall environment. RA's are students who have experienced much of what you are and will be going through and can serve as a valuable support as you pass through your own experiences.

FRATERNITY COUNSELORS

Fraternity Counselors (FC's) are graduate or upper-level student staff members with the primary live-in responsibility for the student development, programming and administrative management of their respective fraternity house. By establishing and maintaining a cooperative relationship with the leadership and general membership of the fraternity, the Fraternity Counselor strives to accomplish the educational goals of Stetson University, and the Residential and Greek Life Programs.

SORORITY COUNSELORS

Each sorority house is directed by a Sorority Counselor (SC's) who is responsible for the overall management of the house. The Sorority Counselors are available to confront, counsel, and advise students, as well as develop programs which will assist the leadership and membership of the sorority in meeting their social and educational needs. The Sorority Counselors also strive to accomplish the educational goals of Stetson University, and the Residential and Greek Life programs.

STAFF DUTY

There is a staff member on duty each evening for each residence hall and for the Fraternity and Sorority Houses. To find the name and phone number of the staff member on duty for a particular evening, check the door of your Resident Assistant's, Fraternity Counselor's or Sorority Counselor's room. RA/FC/SC staff begin duty at 7:00 pm. each evening. They will remain on duty and are available to students until 7:00 a.m. the following morning.

RA's on duty each evening will report to a Head Resident on duty. Head Residents are available in cases of emergency beyond the assistance of the Resident Assistant on duty. The Head Resident duty schedule is also posted on your Resident Assistant's door. Head Resident duty is as follows:

Sunday through Wednesday evenings:

One Head Resident is on duty for the campus. Duty begins at 5:00 p.m. and ends at 7:00 a.m. the following morning.

Thursday, Friday, and Saturday evenings:

One Head Resident in each area is on duty for their area. Duty begins at 5:00 p.m. and ends at 5:00 p.m. the following evening.

THE HOUSING AGREEMENT

The Department of Residential Life operates the residential facilities on a contractual basis for the full academic year. As stated in the Housing Agreement,

by signing the Agreement the student shall be responsible for knowing and observing the University regulations and procedures. Such guidelines for living within these regulations and procedures may be determined by the Vice President for Campus Life, his/her designees within the Division of Campus Life, and all applicable federal, state and local laws. The student may be subject to disciplinary and/or legal action, monetary charges, change in room assignment, and/or cancellation of the Housing Agreement for violations of these regulations, procedures or laws. Printed below for quick reference are some of the major provisions of the Housing Agreement. Your Housing Agreement is a legally binding document; it is important for you to become familiar with all of the provisions in that agreement.

1. RESIDENCY REQUIREMENT

All students must live in University residential facilities unless they meet one or more of the following criteria:

- a. The student reaches the age of twenty-one (21) before the effective date of the Agreement (June 1).
- b. The student is married.
- c. The student resides with immediate family.
- d. The student has earned 60 credit hours before the effective date of the Agreement (June 1).

2. DURATION OF AGREEMENT

Housing agreements are for the term of one full academic year. Submitting a housing application that is not cancelled before May 1st for new students or before June 1st for returning students (if the student meets the cancellation provisions) legally commits the student to living in University residence facilities through the end of the spring semester of that academic year.

3. TERMINATION OF THE AGREEMENT

The Housing Agreement may be terminated by a student during the academic year for the following reasons: non-enrollment, withdrawal, graduation, academic suspension, enrolling for less than eight hours, or marriage. Students who meet the residency requirement during the academic year are bound to the contract for the full academic year if enrolled. These students are not eligible to petition for termination of the agreement. In order to terminate this Agreement, the student must:

- (1) submit a written petition to the Residence Hall Housing Agreement Committee (RHHAC) through the Director of Residential Life at least 30 days prior to the first day of registration for the semester for which the student desires to terminate the Agreement;
- (2) receive specific written confirmation of the termination from the Residence Hall Housing Agreement Committee.

Petitions received after the 30 day deadline has passed will not be considered unless extreme circumstances can be demonstrated. If an exception is made by having a petition approved after the deadline due to extenuating circumstances, the student would pay a penalty fee of \$300.00. Otherwise, these students shall be obligated as residents for the remainder of the academic year.

4. TERMINATION OF AGREEMENT BY THE UNIVERSITY

This Agreement may be administratively cancelled or room assignments changed by the Director of Residential Life or her/his designee, in the interest of order, health, best use of the facilities or student conduct related issues. If a student exhibits disruptive, irresponsible, or inconsiderate behavior and constitutes a deterrent to orderly community living, that student may have their room assignment changed or their Agreement cancelled. Should a student's contract be considered for cancellation due to disciplinary concerns, a judicial hearing will be held with the student to make that determination. No refund of fees paid shall be authorized if a student is suspended from the University and/or if the Agreement is cancelled for disciplinary reasons.

5. RENEWAL OF AGREEMENT FOR REENROLLED STUDENTS

If a student withdraws from the University and then reenrolls during the same academic year, the Agreement obligation is continued for the remainder of the contractual period.

6. ROOM ENTRY

Members of the Residential Life, Student Life, Facilities Management and Public Safety staffs reserve the right to enter a student's room if there is reasonable cause to believe that the safety and/or welfare of the occupant(s) or the physical property of the University is in jeopardy. They also have the right to enter the room if there is reasonable cause to believe that University, local, state or federal laws are being violated. Finally, staff may enter rooms for routine maintenance and property inspection.

7. RIGHTFUL OCCUPANCY

Rooms may be occupied only by students to whom they are assigned. Rooms may not be sublet to other persons. Room changes may be made only after written approval by the Department of Residential Life as explained in the Room Change procedures described in the Residence Hall Policies and Procedures section of this handbook. Monetary charges will be assessed and/or disciplinary action taken against violators of this provision.

8. LEGAL LIABILITIES OF THE UNIVERSITY

The University shall not be liable for failure or interruption of utilities. Every attempt will be made by the University to give advance notice to residents of

utility interruption, repairs or other work and to work expeditiously for the restoration of service.

9. CARE OF RESIDENCE HALL SPACE

The care of the individually assigned rooms in the residential facilities shall be the responsibility of each occupant. Upon initial occupancy of an assigned room, each resident shall review and sign a Room Inventory Form attesting to the condition of the room and its furnishings at the time of their arrival. Each student will be checked out of their room by a residential staff member at the end of the period of residency. Failure to check out with a staff member will result in a \$50.00 assessment for improper check out. Damage occurring within the room will be the responsibility of the assigned occupant(s). Damage occurring to a common area as a result of the action of students shall result in a recovery assessment to all students responsible. Where insufficient evidence exists to charge individual student(s), assessments for damage may be made to all students assigned to the floor or building, as considered appropriate by the Director of Residential Life or her/his designee.

RESIDENCE HALL POLICIES AND PROCEDURES

Stetson University and the Departments of Residential and Student Life are committed to creating an environment which enables students to freely pursue their academic goals. As such, it is crucial that students take responsibility for their actions and behavior as members of that community. The Residential and Student Life staffs operate under the premise that students residing in our facilities are adults capable of initiating reasonable decisions to ensure the rights and responsibility of themselves and other students. Students have the right to pursue their studies in a pleasant and secure environment, and the responsibility to know and adhere to policies and procedures which are the standards for the Stetson residential and University communities. The University requires all residents to be aware of and comply with all regulations in the Student Code of Conduct, including the residence hall policies and procedures described below. These policies and procedures apply to all residential facilities including the fraternity and sorority houses.

ALCOHOLIC BEVERAGES AND OTHER DRUGS

Florida state law prohibits the possession, use or distribution of alcohol to any individual under 21 years of age. Residents age 21 or older are permitted to possess or consume beer, wine, and wine coolers only as in accordance with University guidelines contained in the University alcohol policy. Unlawful manufacturing, possessing, having under control, selling, transmitting, using or being a party thereto any dangerous drug, controlled substance or drug paraphernalia on University premises or at University-sponsored activities is also prohibited.

APPLIANCES

To ensure the safety of all residents, and to comply with state and local fire regulations, the following appliances are **NOT** permitted for use within the residential facilities: hot plates, toaster ovens/toasters, crock pots, open coil appliances and electric woks and/or skillets. Further, extension cords are not permitted.

If there is a need for multiple plugs over and above those outlets provided, residents must provide a strip outlet which meets the following specifications:

1. Must be UL approved and include a circuit breaker;
2. Must be 15 amps, 14 gauge;
3. Must be 120-125 volts;
4. Cannot have more than six (6) grounded power outlets per strip.

These strip outlets are available in the Stetson University Bookstore and in area department stores.

A limited number of refrigerator/microwave combination units are available for rental through the Department of Residential Life at the start of each semester. If students furnish their own refrigerator, they must be no larger than five (5) cubic feet. Microwaves cannot exceed (.6) cubic feet in size.

BELONGINGS BETWEEN SEMESTERS

Residents may leave their belongings in their rooms between the Fall and Spring semesters. All belongings must be removed at the end of the Spring semester and at the end of the Summer semester. The University cannot be responsible for any lost or stolen objects. If belongings are left in your room during the allowed periods and you decide not to return to Stetson you must remove your belongings immediately, but no later than the Wednesday prior to the official opening of the residential facilities or you will be billed for having those items placed into storage. Articles left in storage for 20 days without the student being enrolled will be discarded.

BICYCLES/MOTORCYCLES/MOTOR VEHICLES

Bicycles/Motorcycles are **NOT PERMITTED** in areas of public access, exits, stairwells, hallways or lounges and must be kept outside the building due to fire safety regulations. Residents are advised to keep all bicycles, motorcycles and other vehicles secured at building bike racks. It is also advised that you provide some covering and a secure lock for your vehicle. Bike racks are available at each residence hall. Further, covered bike lockers are located at Chaudoin Hall and next to Nemec Hall which may be reserved by contacting the Office of Residential Life located in room 217 of the Carlton Union Building.

All students are required to register their motor vehicles and bicycles with the Department of Public Safety. Further, all guests bringing vehicles on campus must also register with Public Safety. A complete listing of parking regulations and procedures is available from the Department of Public Safety.

CHECK IN/CHECK OUT PROCEDURES

Prior to students' arrival, Residential Life and Student Life staff members will complete a Room Inventory Form for each student space. Students are required to review and sign these forms on the day of check-in to verify the condition of their living space when they arrive.

At the end of the contract period, each student must complete the following steps in order to properly check out of the building:

1. Sign up for a check out time with your Resident Assistant, Fraternity Counselor or Sorority Counselor.
2. Restore the walls, ceilings, doors, and windows to their original state by removing posters, decals, and other coverings.
3. All drawers must be emptied and dusted out.
4. All personal property and trash must be removed from the building.
5. University beds which have been disassembled must be reassembled. Beds must also be returned to their upright position.
6. Windows should be locked, and air conditioning and lights turned off.
7. Complete the Check-Out portion of the Room Inventory Form with your staff member.
8. Return your room and building access keys.
9. Failure to complete these steps properly at check out will result in a \$50.00 charge for improper checkout, as well as a possible \$25.00 cleaning charge. Failure to return your room key will result in a \$25.00 charge; failure to return your building access key will result in a \$5.00 charge.

COMMUNITY AGREEMENTS

Following check-in, each floor will develop a Community Agreement defining the standards for behavior within their particular community. Community Agreements are developed within the parameters of the Student Code of Conduct. Once developed, all residents of that floor will be held accountable for upholding the Agreement. If changes are needed during the year, floor members should organize a Floor Meeting and revise their original Agreement.

CONSOLIDATION

If one of the residents of a double room moves from that room, the Department of Residential Life may assign a roommate for the remaining resident. In some cases, consolidation may occur; that is, moving students together who are in a double room by themselves.

Depending on space constraints and occupancy rates, the Department of Residential Life may offer, for a fee, students who are living alone in a double room the option of requesting a double room as a single. Should this option be available, the department will notify students in writing in advance. Those students who do not wish to select the double as a single option may be subject to consolidation.

FAILURE TO COMPLY

All students are required to carry their University ID card with them at all times. Failure to comply with proper or lawful directions of a University official acting in the performance of their duties is prohibited. Further, failure to present identification and/or identify oneself when requested to do is prohibited. A University official is defined as any person employed by the University, performing assigned administrative or professional responsibilities (including but not limited to Head Residents, Resident Assistants, Fraternity Counselors, Sorority Counselors and Public Safety Officers.)

FIRE AND SAFETY EQUIPMENT

Tampering with or inappropriately handling any fire and/or safety equipment (including but not limited to fire extinguishers, fire hoses, smoke alarms and fire alarms) is strictly prohibited. Fire and smoke doors must be kept closed at all times - do not prop them open. Students found responsible for misuse of, or tampering with any fire safety equipment, including the activation of a false fire alarm are subject to penalties described by State and Federal laws and the University Judicial System. Students may be suspended and required to pay such fines as outlined by the law.

FIRE AND SAFETY PROCEDURES

Fire drills are conducted at various times during the year to insure that all residents are familiar with evacuation procedures and to ensure that all safety equipment is functional. During a fire drill or alarm, every student **MUST** evacuate the building and follow emergency procedures and Public Safety and Residential Life or Student Life staff instructions.

FIREARMS, FIREWORKS, EXPLOSIVES, OR WEAPONS

Firearms, fireworks, explosives or explosive devices, or weapons shall not be maintained on the University campus except as may be specifically authorized by the Chief of Public Safety. The term "weapon" includes any object or substance designed to inflict a wound, cause injury or incapacitate, and may include, but is not limited to, all firearms, pellet guns, crossbows, bows and arrows, martial arts devices, switchblade knives or knives with a blade four (4) inches or longer, and clubs.

FLAMMABLES

Any substance that could cause a fire, damage, or an explosion are not permitted inside the residential facilities. This provision includes kerosene heaters and fuel, fuel containers for motorcycles and motor vehicles, candles, open flames, incense of any kind, fragrance pots and similar burning devices.

Because of serious concerns about life safety and fire procedures, there will be announced room inspections to identify and correct fire and safety hazards. The purpose of these room inspections is to protect you, your neighbors and your property, as well as to establish compliance with safety regulations.

FURNISHINGS

The University provides each resident with a bed, mattress, desk and chair, drawer space, and in some cases bookshelves, desk lights, and nightstands. Students are responsible for maintaining the condition of the furnishings in their room and in any common areas, such as lounges and lobbies. Students may arrange furniture within a room in any reasonable manner, providing that all furniture is placed in its original location at checkout. All University furniture must remain in its original room. Furniture may not be moved from one room to another. Extra furniture resulting from a vacancy in a room may not be moved into hallways, storage, or common areas. Beds which have been disassembled to allow for construction of a loft must be stored in the student's room. Students may be charged the full replacement cost of furniture removed from their room. Furnishings provided for lounges and community rooms may not be moved to a room. Students who move furniture from common areas into rooms may face a minimum fine of \$25.00.

GUEST AND ESCORT POLICY

A guest is defined as a person who is a nonresident of a residential facility. Hosts are responsible for the behavior of their guest(s) at all times and are required to escort them within the residential facilities at all times. Hosts are also obligated to inform guests of all University and Residential Housing policies. Please note that guests are subject to the same policies and procedures as are students, as guests and their hosts share responsibility for conduct on the campus. Guests should not be in buildings un-escorted or in possession of residence hall keys. Guests will be escorted out of the building should they be in violation of the Guest and Escort policy.

Further, we require residents to limit their guests' stay to no more than two consecutive nights on campus (unless special permission is granted by the Assistant Director.) Residents may host overnight guests for no more than ten (10) nights per academic year. **REALIZE GUESTS OF THE OPPOSITE SEX MUST ADHERE TO THE VISITATION POLICY.** Our goal is to ensure the safety and security of our facilities and residents while also allowing for students to host their guests.

HOLIDAY PERIODS

All residential facilities will be closed during official University holiday periods. **All students are expected to leave the residence halls during the holiday periods.** Contract extensions may be granted during holiday periods for academic reasons only. All requests for contract extensions should be made through your Assistant Director. Students may be billed for the period of the contract extension. Students granted permission to remain in the residence halls may be required to consolidate into one building for reasons of safety and security. Please refer to the residence hall schedule for the 1997 - 1998 academic year as printed in the calendar section of this handbook for dates and times of hall closings and openings.

KEYS

If a resident loses his/her room key, s/he should report the loss to their RA/FC/SC. Residents reporting lost room key(s) will have their room re-keyed with a new lock and each resident of the room will be issued a new key. Each time a key is lost, the resident responsible will be charged \$25.00 for replacement of the room key(s) and the lock change. Facilities Management will notify the resident when the new key is ready for pick up by placing a sticker on that resident's room door. It will then be the resident's responsibility to pick up the new key(s) from the Office of Residential Life within 24 hours. The student will be charged a \$5.00 replacement cost for a building access key.

Residential facility keys should not be commercially copied as the use of copy keys results in excessive wear and damage to the door locks. If a resident is found to be using a commercially copied key (i.e., other than a Stetson-issued key) s/he will be charged a \$50.00 fine, as well as the replacement cost to rekey/recore the lock and make new keys. These fines are subject to change based on the key access system(s) utilized.

LOFTS

Residents have the opportunity to construct self supporting lofts in their rooms. Construction must meet basic fire and safety standards. Prior to constructing a loft, each resident involved must complete a Loft Construction Agreement which lists the specific guidelines for loft construction. All lofts will be inspected by the Assistant Director of Residential Life and a Facilities Management representative. University beds disassembled for loft construction must be stored in the student's room and reassembled at the time of check out. Students will be charged \$50.00 for beds not reassembled and \$100.00 for lofts not removed at checkout. If a resident chooses to construct a loft, s/he will be responsible for any damage in the room caused by the loft.

LOUNGE FURNISHINGS

The furniture in public areas is provided for the use of all residents and is not to be moved into students' rooms. Student(s) found to have lounge furniture in their room may be subject to judicial action.

NOISE AND DISRUPTIVE BEHAVIOR

Residential facilities must be conducive to studying and sleeping. It is important that residents respect the rights of others as they study, sleep, listen to music and socialize. Courtesy hours should be in effect at all times; that is, residents are expected to be considerate of others and to comply with any request for quiet. Residents should operate stereos, televisions and sound equipment with regard for the rights of others. Use of musical instruments in the residential facilities should respect these rights as well. Other behavior which is disruptive to the residential and campus community is also prohibited.

PETS

Pets, other than tropical fish or seeing eye dogs, are prohibited from any residential facility. Fish tanks are limited to 50 gallons in size.

QUIET HOURS

In addition to normal courtesy hours, quiet hours will be established and included in the Community Agreement for each floor. During the established quiet hours, each resident is responsible for making sure that his or her noise is not at a level to disturb anyone else who may be studying or sleeping. During Final Exam week each semester, 24-hour quiet hours will be in effect for all residential facilities. Twenty-four hour quiet hours begin at 12:00 midnight on the night before reading day.

ROOM CHANGES

A week is designated early in each semester as Room Change Week. All students desiring to initiate a move should do so by informing their Assistant Director during this week. See your RA, HR, or Assistant Director for details. Only those students who follow the guidelines of the process will be eligible to move. Residents who change rooms without obtaining approval from Residential Life may be required to move back to their assigned room. In addition, a \$50.00 fine for each person involved may be assessed.

ROOMMATE AGREEMENTS

Roommate pairs at the beginning of the year, or those experiencing conflict during the year may want to consider, or may be asked to complete a Roommate Agreement similar to the Community Agreement. Your Resident Assistant can help in these situations. Residents will be held accountable for upholding the conditions of the agreement. This document is intended to serve as an agreement between roommates to ensure that each individual's rights are respected. Your level of enjoyment and satisfaction from residence hall living will depend to a large extent on the thoughtful consideration you demonstrate for one another. As roommates, you should mutually determine the decisions and the stipulations of the behavioral contract and endorse it.

ROOMMATE CONFLICTS

In the event of a roommate conflict, every attempt will be made to work with the residents involved to resolve the conflict. Should you be experiencing difficulty with your roommate, take the initial step of sitting down and reasonably discussing your concerns together to attempt to resolve differences. Should you find further assistance is needed, your Resident Assistant/Fraternity Counselor/Sorority Counselor should be contacted to serve as a mediator for you.

Should a conference with your Resident Assistant/Fraternity Counselor/Sorority Counselor be unsuccessful, consult with your Head Resident. She/He will meet with you and your roommate to discuss the concerns at issue. In an effort to assist the staff in resolving the conflict, students must realize their responsibility for compromising and reasonably negotiating the conflict which exists. In the event a Head Resident conference is unsuccessful, a conference with the Assistant Director for your area is required. Contact your Assistant Director to schedule an appointment for you and your roommate together.

No student will be permitted to make a change in his/her room assignment without written approval of the Assistant Director(s) responsible for their area.

ROOM DECORATIONS

Decorations used for seasonal and/or special events must be of fire retardant material. Live Christmas trees, wreaths, or boughs are not permitted in the residential facilities. No partitions, dividers, or screens may be assembled or constructed in any room which would violate fire safety requirements. Residents may not paint walls, assemble shelves, bike racks, or fixtures of any kind without approval from their Assistant Director. Residents found to have done any of the above will be asked to remove the particular items and will be charged for repairs needed to restore the room to its original condition. Residents are not to make repairs themselves.

SAFETY AND SECURITY

Ideally, we would like to guarantee that all students and facilities are free from safety and security concerns. These goals can only be achieved, however, with the assistance of residents.

Students are responsible for maintaining a safe living environment. Propping doors, allowing access of unauthorized guests to the residential facilities, propelling or discarding items from windows, duplicating residence hall building and/or room keys or otherwise participating in any behavior which compromises the security and safety of residents or facilities is prohibited.

SMOKING POLICY

In compliance with Florida state law, smoking is not permitted in any area of the residential facilities (including private rooms, hallways, lounges, lobbies or stairwells.)

SPECIAL INTEREST HOUSING

Stetson University offers a variety of special interest housing options including Honors Housing, Substance Free Housing, the Foreign Language House and the French House. Students living in Special Interest Housing areas will be held to the terms and conditions contained in the Community Agreement developed for their particular residential facility. Any student not upholding their Special Interest Housing Community Agreement may be asked to relocate to another residence hall.

SPORTS ACTIVITIES

Recreational areas and playing fields are located near most residential facilities. Because of the risk of personal injury, damage to University or individual property, or disruption within the living environment, sports activities (including but not limited to golf, frisbee, roller-blading or skating, football, hockey, etc.) and the use of any sporting equipment are not permitted inside residential facilities except in designated areas.

UNAUTHORIZED ENTRY

Access and/or entry into restricted areas of the residential facilities (unless authorized by a staff member) is prohibited. These areas include but are not limited to building storage rooms, electrical rooms or boxes, maintenance and housekeeping closets, roof areas, and University offices.

VANDALISM AND PROPERTY DAMAGE

All student rooms are inspected prior to occupancy, during official University holidays when the residential facilities are closed, and again at the end of the contract period. As a result, any damage which is noted in a student's room during their period of occupancy will be billed to the occupant(s) responsible for the damage. Normal wear and tear will be considered in assessing these costs.

Damage or vandalism to residential facilities (including but not limited to room and lounge furnishings, hallways, doors, locks, windows, vending machines, microwaves, or other equipment) is prohibited. Students found in violation will be subject to the judicial action, as well as being responsible for restitution for the item(s) damaged or vandalized.

Common areas are those areas within the residential facilities other than a resident's room made available for use by all students living on a floor, hall or within a building. Where insufficient evidence exists to charge any individual(s) for common area damage or vandalism, assessment for damage may be made to all students assigned to the hall, floor or building where the damage or vandalism occurred.

Students responsible for accidental damage within their individual room or within any residential facility are encouraged to furnish this information to a staff member to take appropriate responsibility for their action. In cases of accidental damage, a judicial hearing may be conducted. Students in this situation may be responsible for the cost of repairing or replacing the damaged item.

VISITATION

Stetson University has a policy which requires that residents not host members of the opposite sex as guests within certain hours. Hours have been established during which residents **MAY** host guests as follows:

Conrad Hall, Gordis Hall-upper/lower 5, Fraternity and Sorority Houses:

Sunday through Thursday 10:00 a.m. - 12:30 a.m.

Friday and Saturday 10:00 a.m. - 2:00 a.m.

Carson/Hollis, Chaudoin, Emily*, Gordis upper/lower 4 and 6, Nemec, Smith, Stetson, Foreign Language House and French House:

Monday through Thursday 10:00 a.m. - 12:30 a.m.

Weekends 10:00 a.m. Friday through 12:30 a.m. Monday.

* A proposed "24/7" visitation policy for Emily Hall will be discussed and considered during the 1st month of the 1997 Fall semester. Decisions regarding such a policy will be made at a later date.

RESIDENTIAL LIFE JUDICIAL PROCEDURES

In the event that a student becomes involved in an alleged violation of University or Residential Housing policy, a staff member will file an Incident Report Form. In addition, any member of the Stetson community may document incidents that may be violations of the Student Code of Conduct in the form of written statements or incident reports. The following are the procedures for disciplinary proceedings initiated by filing Incident Reports:

1) Once completed, all Incidents Reports are forwarded to the Director of Student Judicial Affairs. She/he will make a determination whether judicial action will be taken and which proceedings will occur.

2) If a student alleged to have violated University and/or Residential Housing policy has not been involved in prior incidents, the student may meet with a Head Resident or Fraternity/Sorority Counselor. If the nature of the incident is determined to be sensitive or more serious, the students involved will meet with the Assistant Director for Residential Life or may be referred to the Director of Residential Life or the Director of Student Judicial Affairs.. (Judicial policies and procedures for matters referred to the Student Judicial Officer are stated in the Student Code of Conduct section of the this Handbook.) In some cases, a student may meet with a Head Resident or Fraternity/Sorority Counselor for involvement in a second alleged violation of University and/or Residence Hall policy.

3) The Head Resident, Fraternity/Sorority Counselor or Assistant Director will contact the student in writing, giving the student three days to respond and schedule a conference. If the student does not respond, or does not appear for a scheduled conference, and the Head Resident, Fraternity/Sorority Counselor or Assistant Director has, in good faith, exhausted all reasonable efforts to

schedule a conference, the Head Resident, Fraternity/Sorority Counselor or Assistant Director, on the basis of the information available, may make a determination of a violation of University and/or Residential Housing Policy and may impose a sanction for the violation. This decision shall be forwarded in writing to the student.

4) During the judicial conference, the student will be given the opportunity to discuss his/her involvement in the incident, as well as review all reports submitted for the incident in question. All other guidelines also apply as described in Article III:C(4) of the Student Code of Conduct.

5) At the conclusion of the proceedings, the hearing officer may make a determination as to the nature of the student's involvement. If necessary, a decision will be postponed for the purpose of obtaining additional information in making a decision. If this is the case, the student will be asked to schedule a second appointment, at which time a decision will be delivered. In most cases, a decision will be delivered during the initial judicial conference. In all cases every attempt will be made to adjudicate each case as expeditiously as possible.

8) All information for a student found to be in violation of University and/or Residential Housing policy will be forwarded to their student discipline file maintained in the Office of Student Judicial Affairs. This information is not placed in the general student information file.

9) Any student who fails to complete the sanction(s) issued in their judicial conference and outlined in the sanction letter, will be viewed as non-compliant. Noncompliance is looked on unfavorably by the University and may result in further disciplinary action against the student.

10) Students repeatedly involved in violations of University and/or Residential Housing policy are viewed to be negatively contributing to the Stetson University community. Should the inappropriate behavior continue, students become subject to removal from University on-campus residential facilities, as well as removal from the campus.

11) In all cases where it is determined that a student is not in violation of University and/or Residential Housing policy, no further action will be taken. All information regarding the incident will be discarded and/or removed from the student's file.

SANCTIONS

In all cases where a student is determined to be in violation of University and/or Residential Housing policy, the hearing officer will deliver an appropriate sanction. All students found in violation of University and/or Residential Housing policy will be contacted in writing regarding the results of the judicial conference and specifics of sanction(s) issued. In addition to sanctions outlined in Article III:D of the Student Code of Conduct, the following sanctions are among those which may be imposed upon a student for violation(s) within the residential facilities:

- A. **WRITTEN REPRIMAND**: a statement of disapproval for involvement in the incident in question which reflects unfavorably on the student or the University.
- B. **RESIDENTIAL LIFE WARNING**: a written notice that the student's behavior was inappropriate and violated University and/

or Residential Housing regulations. The Warning requires a heightened sense of awareness and responsibility on the part of the student to their actions and decisions in the future.

- C. **DISCRETIONARY SANCTIONS:** Such sanctions include, but are not limited to:
1. **Educational Service Project:** including, but not limited to coordinating a hall program, writing a topical paper, completing building rounds with a staff member, and/or creating a bulletin board for the floor/building.
 2. **Letter of Apology:** to the staff member, individual, or community affected by the behavior in question.
 3. **Community Service Hours/Project:** working with campus or community agencies to complete volunteer hours or services.
 4. **Relocation:** to another residence hall room or building.
 5. **Limited Building Access:** students may be restricted and/or prohibited access to particular building(s) due to the nature of their incident.

APPEAL PROCEDURES

Students can appeal judicial decisions imposed by a staff member under the following conditions:

- 1) New evidence is available which was not available for the original hearing.
- 2) Published judicial proceedings were not followed.
- 3) The sanctions do not relate appropriately to the violations.

Appeals must be made in writing to the Director of Student Judicial Affairs within seven (7) calendar days of delivery of the decision. The student shall identify the specific basis for appeal. Upon receipt of the appeal, the Director of Student Judicial Affairs may make a decision based solely on the information provided or may choose to meet with the individuals involved. A formal letter outlining the decision will be forwarded to the student and to all parties indicated on the original sanction letter. The Director of Student Judicial Affairs may:

- a. Uphold the original decision; or
- b. Uphold the student appeal and overturn the original decision; or
- c. Alter the original decision which may include increasing the original sanction(s).

ADDITIONAL RESIDENCE HALL FACILITIES AND SERVICES

BIKE LOCKERS

Bike lockers are located at Chaudoin and Nemec Halls. Rental of these lockers is done on a first, come first served basis. Please contact the Office of Residential Life for further information.

CABLE TELEVISION

All residential facilities are wired for cable television. Service is provided to students by Cablevision Industries (CVI.) Each room is equipped with a wall jack; students must provide their own coaxial cable. Also, if your television is not cable ready, you may need to contact CVI to obtain a cable box for a nominal fee. Premium channels (HBO, Cinemax, Disney Channel, etc.) may be purchased by the student for a monthly charge. Contact CVI at 775-7300 if you are interested in premium channels.

CARSON HALL HEALTH CLUB

Located on the ground floor of Carson Hall, the Health Club facility provides students with access to Olympic weights, assorted barbells, dumbbells, a squat rack, power benches, an incline board, a heavy bag for boxing, and a custom built Swedish sauna. The Health Club is staffed by students who provide assistance to members. There is a nominal membership fee. Interested students should contact the Office of Residential Life for further information.

CHANGE MACHINES

Change machines are available in the Carson-Hollis, Emily and Nemec laundry rooms. These machines accept \$1.00 and \$5.00 bills.

LAUNDRY FACILITIES

All residence halls are equipped with a laundry facility featuring coin-operated washing machines and dryers.

MICROFRIDGES

A limited number of refrigerator/microwave combination units are available for rental through the Office of Residential Life at the start of each semester. Please contact the Office of Residential Life for further information.

MAINTENANCE CONCERNS

Only Facilities Management staff are authorized to make repairs to your room. Should you find an area of your room in need of repair, contact your Resident Assistant/Fraternity Counselor/Sorority Counselor to file a Work Order Form. If the work is not completed within a week of filing the Work Order form, please contact your staff member again to follow up on the matter. If the matter still has not received the appropriate attention, please contact your Head Resident.

STUDY LOUNGES

Most residential facilities have locations set aside for students to use as study rooms. Students should respect the rights of others using these areas for study purposes and be responsible in using the room appropriately. See your RA or HR to find the location of study lounges in your building.

TELEPHONE SERVICE

Each room is equipped with a telephone jack, providing all students with a local phone line for use through Southern Bell. Southern Bell provides free service to the campus and the local DeLand area. In addition, the line provides service to the Daytona and New Smyrna Beach area for a 25 cent per call charge. Southern Bell bills students for the 25 cent calls through their room phone number. Southern Bell does require at least one resident of each room to act as account manager for all local charges. Applications for account managers are available in the Office of Residential Life.

The Department of Residential Life works with Telesoft to provide long distance telephone coverage at a discounted rate for students. Information will be provided by Telesoft to students as they arrive on campus. Students also have the option of using their own long distance calling card for making long distance phone calls. Collect calls or long distance calls cannot be charged to student room phone numbers.

VENDING MACHINES

Snack, juice and soft drink machines are located throughout each of the residence halls. Some of these machines accept \$1.00 bills in addition to coins. The University is attempting to expand this service through the addition of a debit card feature on some machines. Information on this system can be obtained from the Office of Residential Life. Should you experience trouble with a vending machine, please report the problem to the Office of Residential Life. If you suspect a machine has been vandalized, please report this to the Department of Public Safety.

FIRE SAFETY PROCEDURES

IF YOU SUSPECT OR SEE A FIRE IN THE RESIDENTIAL FACILITIES YOU SHOULD:

1. Pull the closest fire alarm.
2. Call the DeLand Fire Department at 9-911.
3. Call Stetson Public Safety at extension 7300.
4. Notify a staff member of your sighting or suspicion.

AT NO POINT SHOULD STUDENTS PUT THEMSELVES OR OTHERS AT RISK - WHEN THE ALARM SOUNDS, LEAVE THE BUILDING IMMEDIATELY!

Fire drills, false alarms, and genuine fire alarms are indistinguishable from one another. You must evacuate the building whenever the fire alarm is sounded. Because of the variations in physical design of each of the residence facilities on the campus, see your building staff for specific evacuation instructions.

Here are a few guidelines to follow to prevent the possibility of fire:

1. Avoid using flammable room decorations.
2. Use of candles, open flames or incense of any kind is prohibited.
3. Do not overload circuits. Never use multiple plugs or extension cords.
4. Do not place electrical wiring under rugs, carpets, mattresses, bed springs, or around door and window casements.
5. Never use frayed or broken wires.
6. Use of live Christmas trees is prohibited in the residential facilities. No Christmas trees of any type should ever be placed in corridors or stairwells.
7. Never store gasoline, oil, oilbase paint or oily rags in residential facilities.
8. Report any fire or empty fire extinguishers to your residential staff member.

FIRE ALARM PROCEDURES

Familiarize yourself with the fire evacuation plan for your residential facility. Residents should do the following when the fire alarm sounds:

1. Proceed immediately to the nearest designated exit. When possible:
 - Wear a jacket and shoes.
 - Take a large bath towel (to cover your face in the event of intense heat and/or dense smoke.)
 - Close your room windows.
 - Leave the ceiling light on.
 - Leave your room door closed but unlocked.
2. Residents who are in rooms other than their own at the time of the alarm should evacuate the building with the residents of the floor on which they are visiting.
3. Once out of the facility, stay away from the area immediately surrounding the building.
4. Do not reenter the building until given permission by the Fire Department or Public Safety.
5. If there is a fire, certain precautions should be taken.
 - Stay low to the floor to protect yourself from smoke and toxic gases.
 - Check your door before opening it. If it is hot, DO NOT OPEN the door. If the door is cool and your path is clear to the exit, leave the building as soon as possible, closing the door behind you.
 - If you cannot leave your room, DO NOT panic. Sheets and towels placed at the base of the door will help keep smoke out of the room. Signal for fire fighters by hanging a sheet or blanket out of a window or use a flashlight, then stay low. All rooms in a fire area are immediately searched by fire fighters who arrive only minutes after an alarm is activated.



CAMPUS FACILITIES: THE STETSON COMMUNITY

Ten of Stetson's most distinctive buildings make up the newly designated Stetson University Campus National Historic District, serving as reminders of the university's history as Florida's oldest private university, while fulfilling necessary academic and administrative functions:

DELAND HALL, the first building constructed on the campus, houses the offices of the President, the Provost, University Relations and Institutional Research.

In **ELIZABETH HALL** are the Chapel/Auditorium; administrative offices for University Business and Finance, Personnel, Chapel and Church Relations; a number of classrooms for the College of Arts and Sciences; and offices for the Departments of Communications Studies & Theatre Arts, Economics, History, Philosophy, and Political Science.

FLAGLER HALL was originally built for the Science Department and the College of Law (moved to St. Petersburg in 1954). It is now used for classrooms; departmental offices for English, Humanities, and Psychology; the data processing center; and the offices of the Registrar, Continuing Education and Career Services.

SAMPSON HALL was Stetson's first library building. When a new library was constructed, the interior of Sampson Hall was remodeled for the Sampson Gallery of Art and for the departments of Art, Foreign Languages, and American Studies.

CUMMINGS GYM, on Woodland Boulevard, provides an area for informal recreation and physical education classes.

STOVER THEATRE was named in honor of Dr. Irving C. Stover, professor of speech and drama at Stetson for more than 50 years. It is the site of many plays and musical productions during the year.

Three university residence halls: **STETSON HALL**, **CHAUDON HALL**, and **CONRAD HALL**, belong to the campus National Historic District and continue to provide student housing.

The **ALLEN HOUSE** is a small two-story building which is headquarters for Public Relations, including the News Bureau and Publication Services offices. It was among the first homes built in DeLand.

Completing the campus community are:

GRIFFITH HALL, completed in the summer of 1989 and named for alumni Jack and Edna Griffith, is next to the Bookstore. The offices of Admissions and Student Financial Planning are located here.

The **duPONT-BALL LIBRARY** was completed in 1964. It contains more than 400,000 catalogued items. Stetson was the first depository of federal government documents in Florida and has been designated as a depository of Florida government and Florida Baptist documents.

DAVIS HALL, home to the Division of Education and the departmental offices of Sociology, was built in 1966.

SAGE HALL, is the physical and natural science center, housing the departments of Biology, Chemistry, and Physics. It was completed in 1967.

UNIVERSITY RESIDENCE HALLS, including Emily Hall, Carson-Hollis Hall, Nemec Hall, Gordis Hall, Smith Hall and six on-campus fraternity and six on-campus sorority houses provide housing for more than 1525 students.

ALLEN HALL was built for religious activities and to provide space for worship and recreation, and for the Baptist Campus Ministry offices. The building also includes offices and a classroom for the Department of Religion.

OUTDOOR RECREATIONAL AREAS include tennis courts on West University Avenue and on North Garfield, as well as Emily Field and Hollis Intramural Field.

The **ALUMNI HOUSE** is located at 217 East Michigan Avenue. It is the home of Alumni Relations and the Office of Special Gifts.

The **COUNSELING CENTER** is located on Bert Fish Drive, directly across from the university swimming pool. It is to this center that students may go for counseling concerning personal problems.

The **EDMUNDS ACTIVITY CENTER** was completed in 1975 and is named for a former Stetson president and alumnus, Dr. J. Ollie Edmunds. This multipurpose building contains staff offices and classrooms for the Physical Education Department; the basketball court, home of the Stetson Hatters; and student recreation rooms, saunas and weight lifting and various other equipment for athletic activities. The facility also can be used for dances, concerts, and entertainment of all kinds.

The **CARLTON UNION BUILDING**, the primary center for student life, was constructed in the mid-fifties. Named for former Florida governor and alumnus Doyle E. Carlton, the building houses food services, including the cafeteria, the Hat Rack grill, private banquet rooms, and the Stetson Room. Also included in the CUB are the Bookstore, the Post Office, and Campus Life offices. A large, student-run nightclub (Night Lites) is located on the second floor at the north end of the building. Student organizations, including the Student Association, Stetson Activity Council, and student publications have offices there.

LYNN BUSINESS CENTER is the home of the School of Business Administration. Acquired in 1990 through a gift from alumnus Eugene M. Lynn and his wife, Christine, the building houses classrooms and offices for the departments of Accounting, Decision and Information Sciences, Finance, Management, Marketing, the George Investment Institute, the Prince Program, the graduate program, and is still being renovated.

The **OPERATIONS BUILDING** is located on the corner of East Minnesota Avenue and North Garfield Avenue. It is home to the Departments of Business Services and Facilities Management, and Receiving/Warehouse.

PRESSER HALL was constructed on the Stetson University campus in 1968-69. The facility as originally designed in the late 1960's was a three-story building housing faculty studios, practice rooms, a rehearsal hall, classrooms, library, conference room, storage areas, and locker rooms as well as administrative offices for the School of Music.

CAMPUS JARGON

- The Commons:** The cafeteria on Stetson's campus is called the Commons. It is laid out in a food court style, with many different "stations" such as: the Soup-n-Salad Bar, Pepper's Pizza, the Daily Deli, the Sunset Grille, the Main Event, the Orient Express, Pasta Bar and Sweet Additions. The 450-seat cafeteria has both tables and booths for a delightful dining atmosphere.
- The CUB:** The Carlton Union Building houses the University cafeteria (Commons), a snack bar (Hat Rack), the Campus Life Offices, a number of meeting rooms, and the student commuter and faculty lounges. It also has a branch of the U.S. Post Office, the University Bookstore and several of the campus life student organization offices.
- Forest of Arden:** In the hustle and bustle of campus life, there is a place to go to relax and get away from the center of campus. Between Presser Hall and the Lynn Business Center is a field of green grass and trees. It is available for everyone to use as a picnic area or an outdoor meeting place.
- The Hat Rack:** The University snack bar. A great place to relax and take a break from your studies. Enjoy your food while watching television. Open until 1:00am daily. This is a great place to hang out on campus.
- Kiosk:** This is the Hexagon-shaped information "hut" in the center of campus, between Elizabeth Hall and Stetson Hall. The bulletin board display area is available for student organizations to post advertisements or messages.
- LBC:** The Lynn Business Center is the hub of Stetson's nationally accredited School of Business. LBC is a five-story former bank building which was transformed into an academic building in 1992. It is located on Michigan Ave. at the south end of the campus on Woodland Blvd.
- Night Lites:** The campus nightclub. Relax and enjoy the latest dance music while hanging out with your friends. Night Lites has the latest audio and lighting technology around, that gives Stetson's very own nightclub a unique, enjoyable atmosphere.

The Pit:

In the middle of Fraternity Row is a sunken wooden stage where bands are brought to perform for many campus special events. The Council of Student Activities (CSA) is the programming board that brings the majority of bands that perform in the Pit to campus.

The Row:

Located to the east of the Edmunds Center, Fraternity Row is home to five of the six national fraternities on campus. The pit is in the center of the row with the Sigma Nu house on the hill behind the row.

Quad:

Not many people know that the Quad is the area on campus around Holler fountain between the duPont-Ball Library and Elizabeth Hall. This "square" area on campus is frequently filled with students going to and from classes. Take a breather during your breaks from class and relax beneath the moss-filled trees on the Quad.

CSA:

The Council of Student Activities is the main programming council which brings comedians, concerts, and special theme events throughout the year to campus. CSA also plans discount trips to local theme parks such as Sea World and Busch Gardens. Join the hottest organization on campus. Call x7225 for more information.



